

# DELEGATE ORIENTATION BOOKLET

## SASKATCHEWAN EDITION

Canadian Union of Public Employees  
**SASKATCHEWAN DIVISION**



FEBRUARY 2023

**CUPE Saskatchewan is a provincial division of the Canadian Union of Public Employees.**

**CUPE Saskatchewan unites CUPE Local Unions across the province which together represent over 30,000 members working in various public sector occupations.**

---

*The Delegate Orientation Booklet, Saskatchewan Edition*, is intended to assist delegates with effectively participating in the proceedings of the Annual Convention of CUPE Saskatchewan. Accordingly, it is written to provide a general orientation only. Delegates should not rely on this booklet as official or binding.

The Convention Chair is responsible for the enforcement of rules and procedures.

For matters not addressed in this booklet directly, please refer to:  
*The CUPE Saskatchewan Constitution and Bylaws*

The Constitution is available online at:  
[www.sk.cupe.ca/constitution](http://www.sk.cupe.ca/constitution)

February 10, 2020; Updated February 2023.  
Published by CUPE Saskatchewan  
Compiled by: /nm cope 342

# **TABLE OF CONTENTS**

---

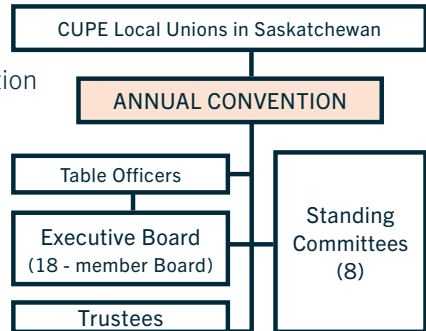
Structure of CUPE Saskatchewan .....	1
Attending Convention .....	2
Rules of Order .....	3
Ombudsperson .....	3
Caucus Meetings .....	3
Business of Convention .....	4
Convention Committees .....	5
Speaking at Convention .....	6
Motions & Debate .....	6
Elections .....	8

# STRUCTURE OF CUPE SASKATCHEWAN

## ANNUAL CONVENTION

CUPE Saskatchewan’s ultimate governing body is the Annual Convention comprised of delegates representing affiliated Local Unions.

Each affiliated CUPE Local Union is entitled to send delegates based on their membership size to convention, held in March of every year typically either in Regina or Saskatoon.



**TABLE OFFICERS:** The table officers of CUPE Saskatchewan consist of the President, Vice-President, Recording Secretary and Secretary-Treasurer. Positions are two-year terms elected at the Annual Convention on a rotating basis in even and odd numbered years. The President is the only full-time officer position.

**EXECUTIVE BOARD:** The 18-member provincial Executive Board is comprised of the Table Officers and the following representative positions: Indigenous Executive Member, LGBTQ+ Executive Member; Racialized Executive Member; Worker with Disability Executive Member; Young Worker Executive Member and Sectoral Members including: Boards and Agencies Sector Member, Community Based Organizations Sector Member, Education Sector Member, Health Care Sector Members (two positions), Library Sector Member, Local 600 Member, Municipal Sector Member and University Sector Member.

Positions are two-year terms elected at the Annual Convention on a rotating basis in even and odd numbered years. The Indigenous Executive Member is elected at the annual Indigenous Peoples’ Conference. The Executive Board governs between conventions and carries out the decisions made at convention.

**TRUSTEES:** Three trustees ensure financial controls are in place and financial statements are accurate. Positions are three-year terms, with one position elected at each Annual Convention.

**STANDING COMMITTEES:** CUPE Saskatchewan has eight standing committees. In even-numbered years, two members are elected at the Annual Convention. In odd-numbered years, one member is appointed. (For Indigenous Council Committee composition, see Article 5, Section 9, *The Constitution*). Elected and appointed members serve a two-year term. Standing Committees advise the Executive Board, and their objectives are identified in Appendix C of *The Constitution*.

# ATTENDING CONVENTION

---

## DELEGATES

A delegate is an individual chosen to represent their Local Union at the Annual Convention. Delegates have full voting privileges, the ability to move and speak to motions, and they are eligible to stand for election or nominate a fellow delegate for election. Upon registration and with verified credentials, a delegate is assigned a name badge and ballot book. Delegates attend convention proceedings and attend designated caucus meetings. As a delegate, you have an important role in setting the union's priorities, deciding its policies, positions and organizational structure, and electing fellow delegates to leadership positions.



**HANG ON TO YOUR BALLOT BOOK!** If you lose your ballot book, you should report to registration. Another can only be issued upon a vote of approval by your fellow convention delegates.

## ALTERNATE DELEGATES

An “Alternate” is the term used for the individual authorized by their Local Union to stand in the place of a registered delegate. Alternates must be registered, and they can only speak and vote when replacing an absent delegate from the same Local Union and only if they are in possession of that delegate's badge (and ballot book) assigned to the delegate they are replacing.

## GUESTS

Guests do not have voting privileges, but they are permitted to attend certain sessions of the convention's proceedings when authorized through registration. Guests may be invited to speak at convention.

## STAFF

Those in the employ of CUPE are not permitted to vote, and they are not permitted to nominate others or stand for election. Staff are allowed voice and often provide advice.

## **RULES OF ORDER**

---

The proposed rules of order of convention are set out in Appendix “A” of *The Constitution*. Rules only become official once they are adopted by vote of delegates at the beginning of convention. The Convention Chair is responsible for maintaining order and enforcing rules. (*Refer to the “Motions and Debate” section of this booklet for more information.*)

## **OMBUDSPERSON**

---

In order to ensure convention remains a respectful, safe and inclusive environment, the Canadian Union of Public Employees’ Equality Statement will be observed by everyone in attendance and no form of harassment will be allowed.

Attendees unable to resolve an instance of disrespectful behaviour or who do not feel comfortable approaching the person(s) alleged to be involved in behaviour contrary to the Equality Statement can access an ombudsperson by calling the number provided on the back (reverse side) of the name badge issued upon registration. An ombudsperson is trained to receive and address complaints of disrespectful behaviour. Attendees may be expelled from the event for serious or persistent offensive behaviour.

## **CAUCUS MEETINGS**

---

Outside of regular business proceedings, caucus meetings are held at various times. A caucus is a meeting of delegates who identify as belonging to a particular sectoral group, according to their occupation, or self-identify as part of an equity group. At caucus meetings, registered delegates discuss issues and conduct elections for their respective representative on the provincial Executive Board. You must attend in-person and be a registered delegate to vote in a caucus.

# BUSINESS OF CONVENTION

---

At the opening of convention, a motion to adopt the agenda is considered which determines the business of proceedings, caucus meetings, and general time frames. Business is principally conducted during the proceedings held on the convention floor and other business is conducted in caucus meetings.

Reports are presented and received from officers. Financial statements for the past fiscal year are presented, and budget considerations for the operations of CUPE Saskatchewan are proposed and discussed for approval by delegates. Motions for consideration are either printed on the agenda, or moved from the floor. Debate and voting on proposed resolutions that set policy and constitutional amendments take place throughout the day's proceedings in an order primarily determined by the Resolutions Committee. Elections are held either at-large on the convention floor or in respective caucuses as determined by the approved agenda and The Constitution.

In addition to formal business, guest speakers are invited to present on various topics and share information with delegates.



**YOUR ATTENDANCE MATTERS!** There must be enough delegates present at all times to conduct business. Quorum consists of no fewer than one-third of all the delegates being present.

Proposed resolutions and constitutional amendments for consideration of convention delegates are printed in a booklet or, in some cases, printed on paper distributed on the floor. Take a moment to familiarize yourself with these proposals, as they will be discussed and voted on throughout the day's proceedings.

# CONVENTION COMMITTEES

---

The following committees are appointed to assist with conducting the business of convention, subject to ratification vote. Committees are comprised of registered delegates and often have a staff advisor assigned.

CREDENTIALS COMMITTEE: The committee oversees registration, and they are responsible for verifying the legitimacy of delegate credentials received. The committee provides a report typically each day of convention on the total number of delegates, guests, and staff present.

RESOLUTIONS AND CONSTITUTIONAL AMENDMENTS COMMITTEE: The committee considers all resolutions and constitutional changes submitted to the convention in accordance with *The Constitution* and other such resolutions it may receive. It has the power to combine resolutions with the same subject matter, amend any resolution or recommend resolutions to be deleted from the record.

SERGEANT-AT-ARMS COMMITTEE: The committee is responsible for the distribution of convention materials as requested; verifying credentials before allowing them access to the convention floor; facilitating communication; and generally maintaining order.

BALLOTING COMMITTEE: The committee is responsible for the distribution, collection and counting of ballots; collecting and counting monies raised on the convention floor; and for performing standing counts of delegates when requested.



## INTERESTED IN SERVING ON A COMMITTEE?

Express your interest well in advance of Convention to the CUPE Saskatchewan Office when your Local Union submits your registration.



## **SPEAKING AT CONVENTION**

---

The first step you take to speak and address the convention is to approach one of the microphones labelled “Pro” (meaning for the motion) or “Con” (meaning against the motion). Each microphone is also numbered (typically one through four respectively). You cannot speak until the Chairperson recognizes you (or your microphone number).

Once the Chairperson recognizes you, begin by announcing your name and Local Union number (or your status as a guest or staff) as an introduction. Next, indicate the reason you wish to speak, which will be either to speak on the issue or to raise a point of order (or point of personal privilege).

## **MOTIONS & DEBATE**

---

“MOVED” AND “SECONDED”: A motion must be moved and seconded before any debate can begin. A resolution or constitutional amendment begins when the proposal is read aloud to delegates and it is moved and seconded, then there is an opportunity to debate.

TIME LIMITS: When making a motion, you are limited to five (5) minutes. When speaking to a motion, you are limited to three (3) minutes. A delegate is not permitted to speak more than once to a motion. Be mindful of the microphone designated as either “Pro” or “Con”.

CEASING DEBATE: The Chairperson will call for a vote, or debate can cease if a delegate at a microphone moves: “I move that the previous question be put”, or says, “I call the question”. The Chairperson then conducts a vote of the delegates on the question of whether to cease debate. If the motion is supported by a majority of delegates to cease debate, the Chairperson will next call a vote on the motion without further debate. Sometimes, delegates simply call out “question” and the Chairperson has the discretion to put the question of ceasing debate to a vote.

AMENDMENT: A delegate may go to the microphone to move a proposed amendment to a motion. The amendment must be seconded by another delegate before debate can begin and it can be put to a vote of the convention to be considered amended. An amendment changes the main motion by substituting, adding or deleting words without materially changing the basic intent.

MOTION TO REFER: A delegate who is not satisfied with the resolution as written (or believes further information is required) can move to refer the matter back to the committee for further consideration and work. However, a delegate is not permitted to move referral if the delegate has already spoken to the issue.

A motion to refer is not debatable. If it is moved and properly seconded, it is immediately put to a vote. If the motion to refer is supported by the majority of the delegates, debate on the resolution ceases and the matter is referred. If the motion to refer is defeated, debate continues.

VOTING PROCEDURE: Most often a vote is taken by a show of raised voting cards or hands.

Where a matter is particularly contentious or it is difficult to determine the level of support, a standing vote may be ordered. During a standing vote, delegates who support the resolution are asked to rise and are counted individually. Then delegates who are opposed to the resolution are asked to rise and are also counted individually.

VOTING LEVEL OF SUPPORT: A constitutional amendment requires the support of two-thirds of the delegates voting. Other decisions of convention are generally decided by a majority vote.

POINT OF ORDER: If a delegate believes the Chair has not followed proper procedure, they may raise a point of order. Once recognized to speak, the delegate should make clear they are “rising on a point of order” and state the point clearly and concisely. The chair will either accept or reject the point of order. Note: A point of order is distinct from what may be a point of privilege (i.e. comfort, safety or volume of speakers).

# ELECTIONS

---

Elections at convention are held either at-large on the convention floor or in caucus. The call for nominations occurs at the time elections take place. To be eligible for nomination, a candidate must be a delegate and nominated by another delegate. If legitimate circumstances prevent a member from seeking office because they cannot attend the convention in person, that member shall be allowed to run, provided:

1. They are a delegate.
2. They present in writing their wish to seek office.
3. They are nominated from the floor by a delegate.

A candidate accepting nomination must take an oath: “I promise to support and obey the Constitution, goals, principles and policies of the Canadian Union of Public Employees.”

**HOLDING MULTIPLE POSITIONS:** Article 5, Section 2, of The CUPE Saskatchewan Constitution and Bylaws prohibit the holding of multiple positions.

**OFFICERS:** The election of officers takes place at-large from the convention floor. (President and Secretary-Treasurer in even-numbered years, or Vice-President and Recording Secretary in odd-numbered years). To be elected, a candidate must receive a majority of votes cast.

**EXECUTIVE BOARD POSITIONS:** In alternating even and odd numbered years, sectoral or equity seats on the provincial Executive Board are elected in their respective caucus.

**NOMINEES:** In alternating even and odd numbered years, an election for nominees to the positions of either National GVP or RVP, or nominees for CUPE’s SFL Vice-Presidents, take place at convention at-large from the convention floor. These result only in an official endorsement of a nominee.

**STANDING COMMITTEES:** Elections for committee positions take place in even-numbered years at-large on the convention floor. Those candidates who receive the largest number of votes will be elected (as in a simple plurality).



**CANDIDATES’ FORUM:** Candidates seeking election have an opportunity to address delegates during the Candidates’ Forum. Participation is voluntary, and it does not preclude someone from seeking nomination for election.

---

Canadian Union of Public Employees  
**SASKATCHEWAN DIVISION**

---

DIVISION OFFICE  
3725 E. Eastgate Drive  
Regina, SK S4Z 1A5

Tel. 306-757-1009

[www.sk.cupe.ca/convention](http://www.sk.cupe.ca/convention)

