

Translation Bureau Local By-Laws

(Adopted August 15, 2012)

1.0 ROLE AND COMPOSITION OF THE LOCAL

1.1 The Translation Bureau Local is made up of all Translation Bureau employees who are regular or pending members of the Canadian Association of Professional Employees (CAPE). At present, these are employees under the TR and EC classifications, but other classifications may be added should other groups join CAPE.

1.2 The Local defends the interests of its members through consultation with the Translation Bureau and the Department of Public Works and Government Services (PWGSC). In accordance with CAPE's Constitution, this is done in concert with the CAPE National Office and cannot cover issues regarding collective bargaining, grievances and other forms of recourse, or any other subject under the purview of CAPE as bargaining agent.

2.0 EXECUTIVE COMMITTEE

2.1 The Executive Committee shall be responsible for the application of these By-Laws and for consultation with the Translation Bureau and PWGSC, with support from CAPE's National Office. It also represents the Local at CAPE's local leadership meetings.

2.2 The Executive Committee shall report to the membership as a whole.

2.3 The Executive Committee shall be composed of ten elected members plus one ex-officio member. The elected members are as follows:

- one President, who will be the spokesperson for the Local in consultations with the Translation Bureau and PWGSC, in concert with CAPE's National Office;
- one officer representing TRs from outside the National Capital Region;
- one officer representing ECs;
- one officer representing English translators in Professional Services;
- one officer representing Multilingual translators in Professional Services;
- one officer representing French translators in Professional Services;
- one officer representing interpreters (Parliamentary and Conference Interpretation);

- one officer representing parliamentary translators (Committees, Debates and Parliamentary Documents);
- one officer representing terminologists; and
- one occupational health and safety coordinator.

2.4 CAPE's TR Vice-President will be an ex-officio member of the Executive Committee, unless he or she is elected to another position on the Committee, in which case the TR Vice-President will sit only in that elected capacity and the Executive Committee will total ten members. In either instance, the TR Vice-President's duties will include ensuring coordination with CAPE's National Office.

2.5 The term of office of Executive Committee members shall be two years, and any member of the Local, regardless of whether that member is a steward, is eligible for election. The position of President is open to any TR or EC member (or to members from other classifications should other groups join CAPE).

2.6 The Executive Committee shall meet as needed. The quorum shall be four.

2.7 The Executive Committee shall appoint one of its members to serve in the President's stead should the President be temporarily unavailable.

3.0 ELECTIONS AND MOTIONS

3.1 The President and the occupational health and safety coordinator shall be elected by popular vote by the membership as a whole, through an electronic ballot. The other officers shall be elected by their respective communities, through an electronic ballot.

3.2 Members of the Executive Committee shall be elected on even-numbered years.

3.3 Elections shall be under the aegis of a returning officer, who will have sole and complete authority as to how they are conducted, subject to these By-Laws and to CAPE's Constitution and By-Laws. Only activities organized and literature distributed by or with the approval of the returning officer shall be authorized. Any violation of these By-Laws may lead to the returning officer declaring a candidacy or an election to a position to be null and void.

3.4 Elections shall be held according to the following schedule:

(a) No later than August 31, the Executive Committee shall appoint a returning officer, who shall in turn select at least one deputy returning officer. None of these officers may run for office, nor may they campaign for a candidate.

(b) The returning officer shall send the members, by electronic mail no later than September 10, a call for candidates constituting an invitation to run for one of the positions and to submit a statement of no more than five hundred words, by electronic mail no later than September 30. The Local shall not provide any translation of statements submitted in only one official language.

(c) No later than October 21, the returning officer shall send the members a voting kit. A candidate who is unopposed shall be declared elected.

(d) No later than November 21, the returning officer shall determine the election results in the presence of the deputy returning officer(s), counting only those votes submitted no later than November 15. The returning officer shall inform members of the election results within the next few days.

(e) Elected officers shall take office on the first day of January following their election and shall remain in office until they are removed, replaced, resign or lose their eligibility to hold the office to which they were elected.

3.5 In the event the position of President becomes vacant due to a resignation or for any other reason, the Executive Committee shall choose a replacement amongst its remaining members. This person shall stay in office until the end of the original term of office. If the position is unfilled owing to a lack of candidates or because a candidacy or an election to the Presidency has been declared null and void, the position shall be filled at the first meeting of the Executive Committee taking office on the first day of January following the election.

3.6 In the event a position (other than that of President) becomes vacant due to resignation or for any other reason, the Executive Committee shall choose a replacement amongst the members of the Local who are eligible to the vacant position. This person shall remain in office until the end of the original term of office. If the position is unfilled owing to a lack of candidates or because a candidacy or an election to a position has been declared null and void, the position shall be filled at the first meeting of the Executive Committee taking office on the first day of January following the election.

3.7 The Executive Committee may suspend any of its members (other than the ex-officio member) and recommend the member's removal. Notice of the motion to suspend must be given one week in advance, and the motion must be approved by at least four members of the Executive Committee. The suspension shall be in effect for a period of sixty days, during which the suspension will be put to a membership vote by electronic mail. The removal motion and the reasons therefore (500 words maximum) shall be sent to members together with a ballot; the suspended officer will be given five working days to provide a rebuttal to the motion (500 words maximum) which will also be sent to members along with the ballot. If the Executive Committee member's removal is not approved by at least two thirds of the members who voted, the officer shall be reinstated.

3.8 A removal motion can also be brought before the General Meeting, in accordance with paragraph 3.9. If passed by at least two-thirds of members present, it must then be ratified by the membership as a whole according to the process as outlined in paragraph 3.7.

3.9 The call for elections will also include a call for motions to be discussed at the next General Meeting and subsequently voted on by the membership by electronic mail. To be considered in order, such motions must be in accordance with these By-Laws and with CAPE's Constitution and By-Laws. After determining which motions are in order, the returning officer shall pass those motions on to the Executive Committee, which will then be tasked with organizing the necessary discussions and vote.

4.0 GENERAL MEETING

4.1 The Local Executive Committee shall set the date for and convene a general meeting once a year. This meeting shall be held in the National Capital Region. The interval between two general meetings shall not exceed fifteen months.

4.2 For purposes of elections and motions, the sovereignty of the General Meeting shall be exercised by means of an electronic vote of all members, as set out in Article 3.

4.3 The Executive Committee shall send members the notice of meeting and the agenda it has prepared, as well as any relevant documents, at least three weeks in advance of the General Meeting.

4.4 The President of the Local shall chair the General Meeting and conduct the proceedings in accordance with Victor Morin's *La procédure des assemblées délibérantes* (the Code Morin), or according to his or her best judgment in situations not covered by this guide.

4.5 The agenda shall cover issues pertaining to members' working conditions in the context of the Translation Bureau and of PWGSC.

4.6 The Executive Committee may convene a special session of the General Meeting with at least seven days' notice, either on its own initiative or at the request of sixty members. This special session shall be governed by the same rules as the annual General Meeting.

4.7 Motions shall be only discussed at the General Meeting and shall be brought to a vote of all members by electronic mail no later than sixty days after being discussed at the General Meeting. The Executive Committee shall be tasked with organizing such votes.

4.8 The quorum shall be twenty members. In the absence of a quorum, the Executive Committee shall convene another meeting within thirty days and shall send notice of this meeting to members at least ten days in advance. The quorum shall then be the number of members present.

5.0 STEWARDS

5.1 Every group of members that, according to the Executive Committee, constitutes a work unit of the Translation Bureau shall elect, every odd-numbered year, one steward if the group comprises fifteen or fewer members or two stewards if the group comprises more than fifteen members. These stewards can be from either the TR or the EC classification (or from other classifications should other groups join CAPE).

GENERAL ELECTIONS

5.2 On or before September 10, the Executive Committee shall send members an electronic message constituting a call for candidates for the positions of steward.

5.3 Interested individuals shall have four weeks to submit their names to the Executive Committee as candidates.

5.4 After four weeks have elapsed, if the number of candidates exceeds the number of positions available within a given work unit, the Executive Committee shall hold an election by electronic ballot among the members of that work unit. The voting period for such elections shall be a minimum of two weeks.

5.5 Elected stewards shall take office on the first day of January following their election and shall remain in office until they are removed, replaced, resign or lose their eligibility to hold the office to which they were elected.

BY-ELECTIONS – UNSOLICITED EXPRESSIONS OF INTEREST

5.6 Within work units with vacant steward positions, elections shall be held according to the following schedule:

(a) As soon as possible after it receives an unsolicited expression of interest from someone who wishes to be a candidate for the position of steward in a given work unit, the Executive Committee shall send an electronic message to the members of that work unit to notify them that the individual in question is a candidate for the position of steward and to call on any other individuals who may be interested to submit their candidacy.

(b) Interested individuals shall have four weeks from the time the message was sent to submit their names to the Executive Committee as candidates.

(c) After four weeks have elapsed, if the number of candidates exceeds the number of positions available within the work unit, the Executive Committee shall hold an election by electronic ballot among the members of that work unit. The voting period for that election shall be a minimum of two weeks.

(d) Elected stewards shall take office on the day of their appointment by the Executive Committee and shall remain in office until the next general election, unless they are removed, replaced, resign or lose their eligibility to hold the office to which they were elected.

BY-ELECTIONS – RESIGNATIONS

5.7 To the extent possible, a steward who resigns prior to the end of his or her term of office shall provide one month's notice to the Executive Committee and submit to the Executive Committee a list of the members he or she represents. Thereafter, the Executive Committee shall proceed as follows:

(a) As soon as possible after receiving the steward's notice of resignation, the Executive Committee shall send an electronic message to the members of the work unit to notify them of the steward's resignation and to call for anyone who may be interested in doing so to submit their name as a candidate for this position.

(b) Interested individuals shall have four weeks from the time the message was sent to submit their names to the Executive Committee as candidates.

(c) After four weeks have elapsed, if the number of candidates exceeds the number of positions available within the work unit, the Executive Committee shall hold an election by electronic ballot among the members of that work unit. The voting period for that election shall be a minimum of two weeks.

(d) Elected stewards shall take office on the day of their appointment by the Executive Committee and shall remain in office until the next general election, unless they are removed, replaced, resign or lose their eligibility to hold the office to which they were elected.

(e) If there are no candidates, the position shall remain vacant until the next general election, unless there is an unsolicited expression of interest by someone wishing to be a candidate prior to the next general election.

REMOVAL FROM OFFICE

5.8 A steward may be relieved of his or her duties by the members of a work unit by means of a document to that effect bearing the signatures of the majority of the units' members. In the event a steward is so removed, the Executive Committee shall identify a new steward by means of the procedure described in paragraph 5.7.

ROLE

5.9 A steward liaises between members and the Executive Committee and promotes CAPE's policies and programs. A steward may serve as an advisor to the members of the work unit the steward represents.

STEWARDS' MEETING

5.10 The Executive Committee shall convene at least two stewards' meetings per year for the purposes of discussing issues pertaining to the Translation Bureau and PWGSC, as well as for providing training to stewards.

5.11 The Executive Committee shall send notice of a stewards' meeting, as well as all relevant documents, at least two weeks in advance of the date of a meeting.

5.12 The Executive Committee may convene an additional meeting on its own initiative or at the request of at least 25 percent of the stewards who are in office.

6.0 FINANCES

6.1 The Local's operating expenses will be paid by CAPE. Any expenses over \$500 shall be subject to prior approval by CAPE's National Office.

7.0 AMENDMENT OF THE BY-LAWS

7.1 The By-Laws may be repealed, amended or added to only by a vote of Local members, to be conducted by electronic mail following discussion at a general meeting. The Executive Committee must submit to members any draft amendment supported by twenty-five signatures or any draft amendment it deems necessary. Draft amendments must be sent to all members at least three weeks in advance of the General Meeting at which they are to be discussed. Draft amendments are brought before a general meeting for discussion purposes only and may not be modified at the meeting in any way; they will be put to members vote by electronic mail as originally submitted.

7.2 The Executive Committee shall be responsible for preparing and sending to members a summary of the opinions expressed during the meeting (maximum 2000 words). This document must be mailed, with a ballot, no later than 90 days following the General Meeting. The Executive Committee will determine the results of the vote no later than 30 days after the ballots were mailed out to members and will inform members of the results within 30 days. An amendment must be adopted by at least two thirds of the ballots cast.

8.0 TRANSITION MEASURE

8.1 Notwithstanding Article 3, the term of office of Executive Committee members elected in 2011 shall be one year. Thereafter, elections will be held according to the schedule set out in Article 3.