

**NOVA SCOTIA SCHOOL BOARD  
COUNCIL OF UNIONS**



# **Nova Scotia School Board Council of Unions (NSSBCU)**

## **Bylaws Local # 9228**

(Hereinafter referred to as the Council)

Approved by NSTO: December 12, 2025

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*(Approved by CUPE NEB – June 2025)*

# INTRODUCTION

The Nova Scotia School Board Council of Unions (hereinafter referred to as the Council) has been formed to:

- Improve the social and economic well-being of all its members,
- Promote equality for all members and to oppose all types of harassment and discrimination,
- Promote the efficiency of public services and,
- Express its belief in the unity of organized labour.

The following bylaws are developed and adopted by the Council and the members of the affiliated Education Locals, in accordance with the CUPE National Constitution (Articles 13.3 and B.5.1), to protect the rights of all affiliated CUPE members, to provide for responsible governance of this Local Union, and to involve as many affiliated CUPE members of this Local Union as possible through the sharing of duties and responsibilities.

As a CUPE chartered organization, Council shall respect and apply the CUPE National Equality Statement, and also recognize a Land Acknowledgement, prior to all of its activities. The CUPE National Equality Statement and Land Acknowledgement can be found in Appendix A to these bylaws.

Further, as a CUPE chartered organization, Council has adopted a Local Union Code of Conduct that would apply to membership meetings and other functions organized by the chartered organization. The Local Union Code of Conduct can be found in Appendix B to these bylaws.

*(Approved by CUPE NEB – March 2024)*

## ARTICLE 1 – NAME

- 1.1 The name of this organized group of affiliated Education Local Unions shall be The Nova Scotia School Board Council of Unions, Local 9228, referred to throughout this document as either the Council or the NSSBCU.
- 1.2 Affiliation to the Council will be open to all Education Locals in the Province of Nova Scotia chartered by CUPE.

All affiliated Education Local Unions must abide by the Constitution and bylaws of the Canadian Union of Public Employees.

*(Approved by CUPE NEB – March 2024)*

## **ARTICLE 2 – OBJECTIVES**

- 2.1 The purpose of the Council shall be to unite and keep united, all of the Education Locals chartered by the Canadian Union of Public Employees with the objectives of coordinating, as far as possible, benefits and working conditions and to maintain a line of communication on all matters considered to be in the best interest of the members of the affiliated locals.
- 2.2 The objectives of the Council are as follows:
- a) To negotiate a province-wide collective agreement with the Employers and the Province of Nova Scotia and coordinate a collective bargaining process in accordance with the National Bargaining Policy.
  - b) To accept and prepare all Provincial proposals and coordinated proposals to be negotiated by each local, should any be determined.
  - c) To submit to the Sector Coordinator or Servicing Representative(s) those matters referred to the Council by the affiliated Education Locals for the Sector Coordinator/Representative's advice and/or assistance.
  - d) To assist and work in cooperation with the officers, staff of the Canadian Union of Public Employees.

*(Approved by CUPE NEB – March 2024)*

## **ARTICLE 3 – ANNUAL AND BARGAINING CONFERENCES**

- 3.1 An annual conference of affiliated Education Locals shall be held annually in the month of November. It is understood a regular Council meeting prior to the start of an Annual Conference, will form part of the Annual Conference.

*(Approved by CUPE NEB – December 2022)*

- 3.2 On the recommendation of the Council, the Annual and Bargaining Conferences will be held at a time and place set by the Sector Coordinator.
- 3.3 The theme, agenda and invitation of guest speakers or disaffiliated Education Locals to Council Conferences shall be determined by the Council Officers, in consultation with the Sector Coordinator, the Atlantic Regional Director and other National Departments of the Canadian Union of Public Employees.
- 3.4 The Annual Conference call shall be in the hands of the affiliated Education Locals at least sixty (60) calendar days prior to the date of the Annual Conference.

- 3.5 The number of delegates who may attend Council Conferences shall not be limited and they shall be seated for all Conference proceedings. However, the number of voting delegates shall be limited to two (2) per Education Local. The voting delegates shall be recognized by the Chairperson after the roll call of Council Officers.
- 3.6 Alternate voting delegates may be appointed or elected by each Education Local but shall only be allowed to vote in the absence of a regular voting delegate from that Education Local. The Chairperson shall be made aware if this situation arises. Recognition of the change will not be withheld.
- 3.7 Each affiliated Education Local shall be responsible for payment of registration fees for all delegates. Registration fees shall be submitted to the Secretary-Treasurer of the Council, not less than 30 calendar days before commencement of the Annual Conference. Each affiliated Education Local must be compliant with Article 4.2, to be eligible to register for the annual conference.
- 3.8 The President of CUPE Nova Scotia or designate shall be an accredited delegate to all Council Conferences and shall have voice but no vote.
- 3.9 Council conferences, meetings and activities shall be governed by the Code of Conduct and the Rules of Order and Business in accordance with Appendixes B and C attached hereto and forming part of these bylaws.
- 3.10 A Bargaining Conference will be held prior to negotiations. Affiliated Education Locals will be invited, and the anticipated number of delegates will be provided to the Secretary-Treasurer for planning purposes. Provincial proposals will be determined at the Bargaining Conference to set direction for the upcoming round of bargaining to be conducted, at least one (1) year (IF POSSIBLE) prior to the Collective Agreement expiring. The purpose of this Conference will be to identify Provincial proposals for the upcoming round of bargaining.

*(Approved by CUPE NEB – March 2024)*

## **ARTICLE 4 – MONTHLY AFFILIATION FEES**

- 4.1 The monthly fee for each affiliated Education Local shall be \$1.50 per member per month, calculated by using the most recent dues checkoff list showing the number of dues paying members for the period being remitted.
- 4.2 The Secretary-Treasurer of Council shall advise Council and the appropriate Education Local President when that Local is in arrears of affiliation fees of three (3) months or more. The Secretary-Treasurer of Council will also contact in writing, the Secretary-Treasurer(s) of the local(s) from which payment is being sought. The Council Chairperson, Sector Coordinator, and the Education Local President(s) will be copied on all communications. Arrears must be avoided for the financial

health of the Council, to allow for participation in cost share campaigns and other CUPE National assistance programs, and for the effective operation of the Council.

- 4.3 Affiliation fees to the Council shall be paid on a monthly basis. Affiliation fees arrears will be paid for the number of months required to bring the Education Local into compliance with Article 4.2, within 2 months of being notified.
- 4.4 Any Education Local seeking to renew their affiliation to Council after disaffiliating from Council shall pay all arrears owing at the time of disaffiliating. In addition to the arrears above, the Education Local may also be responsible to pay fees for all months of disaffiliation, or any amount determined by Council not to exceed the amount referenced above.

*(Approved by CUPE NEB – March 2024)*

## **ARTICLE 5 – COUNCIL OFFICERS, EXECUTIVE, TRUSTEES and REPRESENTATIVES**

- 5.1 The Officers of Council shall consist of the President of each affiliated Education Local. Each affiliated Education Local will also name an alternate representative who will attend council meetings in the President's absence, or at the request of the Education Local President. Alternates shall attend all provincial bargaining meetings with the President and will have a voice but no vote if the President is present. Elections held within each Education Local may result in changes to the composition of Council. Such changes shall be communicated to the Chairperson and Sector Coordinator immediately following the change.

*(Amendment submitted by Local 964.)*

- 5.2 The Executive Officers of Council shall consist of a Chairperson, Vice-Chairperson, Secretary-Treasurer, Recording Secretary and Communications Officer.

*(Amendment submitted by Local 3876.)*

- 5.3 Council shall have three (3) elected Trustees, who are not an Officer or alternate representative of Council.
- 5.4 The Executive Officers of Council, with the exception of the Communications Officer, shall be decided by the Officers of Council, via elections, during the Annual Conference.

*(Amendment submitted by Local 3876.)*

- 5.5 Elections of Executive Officers, Trustees, and Committee Members will be conducted during the Annual Conference. By-elections for vacated Executive Officer seats may be held by a process determined by the Officers of Council between Annual Conferences. Alternate representatives to Council will be declared at the Conference.
- 5.6 The Council shall conduct all Provincial negotiations on behalf of the Education Locals.
- 5.7 The Atlantic Regional Director shall appoint a CUPE National Staff Representative to act as the Sector Coordinator for the Council.

*(Approved by CUPE NEB – March 2024)*

## **ARTICLE 6 – COUNCIL MEETINGS AND DUTIES**

- 6.1 The Council shall meet on an as-required basis at the call of the Chairperson or at the request of four (4) Council Officers. The meeting location will be determined at the prior monthly council meeting.

*(Amendment submitted by NSSBCU Executive)*

- 6.2 The Council shall conduct all business referred to it by the Annual Conference, and shall, in the interval between conferences, have authority to conduct such business which falls within its jurisdiction.

- 6.3 Alternates as named under Article 5.1 shall have the right to attend all Council meetings along with their designated Council Member but will attend at the expense of their own local and they will have voice but no vote. This section notwithstanding, when attending Provincial bargaining meetings with the President, Council will pay the alternate's expenses.

*(Amendment submitted by Local 964.)*

- 6.4 The Council, after consultation with the Sector Coordinator, may advise all Education Locals on all matters of contractual, legislative, or other matters which may affect the welfare of this Local Union or the memberships of all Education Locals in general.
- 6.5 The Officers of the Council, in consultation with the Sector Coordinator, shall have the authority to call special conferences of Nova Scotia Education Locals from time to time as it may deem necessary.

6.6 The duties and responsibilities of the Executive Officers of Council shall be as follows:

1. The duties and responsibilities of the Chairperson shall be:

- Enforce the CUPE National Constitution, these Council bylaws, and the Equality Statement.
- Preside over all Annual Conferences, Council meetings and conferences and preserve order.
- Decide all points of order and procedure (subject always to appeal to the Council membership).
- Have a vote on all matters (except appeals against the Chair's rulings) and in case of a tie vote in any matter, including elections, shall have the ability to recall the vote in question.
- Ensure that all Officers perform their assigned duties.
- Fill committee vacancies where elections are not provided for.
- Sign all cheques and ensure that the Council funds are used only as authorized or directed by the CUPE Constitution, Council bylaws, or vote of the membership.
- Be allowed necessary and reasonable funds to reimburse the Chairperson or any Council Officers for expenses incurred on behalf of the Council. Expense claims must be listed on a proper form outlining the expense, the reason for the expense, and with supporting receipt(s) attached.
- On termination of office, surrender all books, seals and other properties of the Council to their successor.

2. The duties and responsibilities of the Vice-Chairperson shall be:

- If the Chairperson is absent or not eligible, perform all duties of the Chairperson.
- Preside over the Annual Conference, Council meetings and conferences in the absence of the Chairperson.
- If the office of the Chairperson falls vacant, be Acting Chairperson until a new Chairperson is elected.
- Render assistance to any representative of Council as directed by the Council Officers.
- On termination of office, surrender all books, seals and other properties of the Council to their successor.

3. The duties and responsibilities of the Recording Secretary shall be:
- To keep a full and accurate account of the proceedings of all Council meetings and conferences. These records must also include a copy of all financial reports and updates supplied by the Secretary Treasurer at any Council meeting or annual conference, including Trustees' Reports.
  - To answer correspondence and fulfill other secretarial duties.
  - To file a copy of all letters sent out and keep files on communications,
  - To prepare, distribute and receive circulars and notices to/from Council Officers and assigned CUPE representatives.
  - To be empowered with the approval of the Chairperson to employ necessary clerical assistance, to be paid out of Council's funds.
  - Audio recordings will be taken at all Council meetings, unless otherwise directed by the Chairperson, e.g. in-camera discussions. Upon being approved, the recording will be deleted.
4. The duties of the Secretary-Treasurer shall be:
- To receive all revenue and deposit it promptly with a bank or credit union.
  - To record all financial transactions in a manner acceptable to the Council and in accordance with good accounting practices.
  - To make available a financial report to the Council at each meeting.
  - Be responsible for maintaining, organizing, safeguarding, and keeping on file all supporting documents, authorizations, invoices and/or expense claims for every disbursement made, receipts for all money sent to the CUPE National Office, as well as records and supporting documents for all income received by the Council.
  - Sign all cheques and ensure that the Council funds are used only as authorized or directed by the CUPE Constitution, Council bylaws, or vote of the membership. In consultation with the Council Officers, designate a signing officer during prolonged absences.
  - Make a written financial report to each regular Annual Conference, detailing all income and expenditures for the period, between conferences.
  - Make all books available for inspection by the Trustees and/or auditors on reasonable notice. Ensure that the books are audited at least once each calendar year and within a reasonable time, respond in writing to any recommendations and concerns raised by the Trustees.
  - Provide the Trustees with any information the Trustees require to complete the audit, including forms provided by CUPE National.

- On termination of office, surrender all books, seals, and other property of the Council to their successor.
- The Secretary-Treasurer shall be bonded in accordance with the Constitution of CUPE. Any Secretary-Treasurer who cannot qualify for the bond shall be disqualified from office. They shall pay no money unless supported by a voucher duly signed by the Chairperson and one other Executive Officer of Council. An annual audit shall be done by the Trustees of the Council.

5. The Duties of the Communications Officer shall be:

- Be responsible for all aspects of the Council's website and/or social media.
- Update the website and/or social media, as necessary, to provide the membership with current information, resources, and campaigns.
- Post upcoming events and announcements in a timely manner.
- Attend Council meetings (regular and special) and provide updates on social media activity.
- Answer or seek directions from the Council as appropriate regarding correspondence received through social media.
- Keep on file all electronic copies and resources used on the website and/or social media.
- Maintain and update as necessary database of affiliate local membership email contact lists.
- Assist with tasks as directed by Council.
- Upon termination of this office, surrender all files and property of the Committee to their successor and arrange resetting of all passwords.

*(Amendment proposed by Local 3876.)*

6. The duties of the Trustees shall be:

- The Trustees shall audit the books of the Secretary-Treasurer and shall exercise general supervision over the property of the Council. The Trustees shall audit the books and records of the Secretary-Treasurer once per year and shall report to the Annual Conference.
- Make a written report of their findings to the Annual Conference following the completion of each audit.
- Submit in writing to the Chairperson and Secretary-Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that Council funds, records, and accounts are being maintained by the Secretary-Treasurer in an organized, correct, and proper manner.

- Send to the National Secretary-Treasurer, with a copy to the assigned Sector Coordinator, the following documents:
  - i. Completed Trustee Audit Program
  - ii. Completed Trustees' Report
  - iii. Secretary-Treasurer Report to the Trustees
  - iv. Recommendations made to the Chairperson and Secretary-Treasurer of the Council
  - v. Secretary-Treasurer's response to recommendations
  - vi. Concerns that have not been addressed by the Executive Officers of Council.
  
- 7. The National President, National Secretary-Treasurer, National Executive Board, or a staff member delegated by the Canadian Union of Public Employees shall have the power to examine all books and records of the Council and the general conduct of the Council.

*(Approved by CUPE NEB – March 2024)*

## ARTICLE 7 – EXPENDITURES

7.1 Officers of Council, Alternates, Trustees and Committee Members performing Council business shall be reimbursed for the following:

- i. The members of the Council shall be entitled to remuneration for traveling, hotel, and meal expenses, in carrying out the business of the Council.
- ii. Such remuneration shall be as follows:
  - Travel – National mileage rate
  - Hotel – actual expenses
  - Meals – \$100.00/day (*Amendment submitted by CUPE 955*)
- iii. Honourarium:

• Chair	\$1,250.00
• Co-Chair	\$1,000.00
• Recording Secretary	\$1,000.00
• Secretary Treasurer	\$1,000.00
• Communications Officer	\$1,000.00
• Council Member (4)	\$500.00
• Alternate (8)	\$250.00
• MEB & Alternate	\$250.00
• Trustee (3)	\$125.00

This amount shall be paid annually at the Annual General meeting.

*(Amendment submitted by NSSBCU Executive.)*

The Council shall conduct its affairs in the most economical manner possible while considering factors that will afford maximum participation by affiliated Education Locals.

*(Approved by CUPE NEB – March 2024)*

## ARTICLE 8 – STRIKE / RATIFICATION VOTE

8.1 Strike and ratification votes shall be conducted as per the individual affiliated Education Local's practice and being in compliance with the Provincial Bargaining Protocol where in place and the Trade Union Act of Nova Scotia.

*(Approved by CUPE NEB – March 2024)*



## **ARTICLE 9 – AMENDMENTS TO THE BYLAWS**

- 9.1 These bylaws, or any of its clauses, may be added to or amended at any Annual Conference by form of resolution, or Council recommendation and being approved by a two-thirds majority vote of the voting delegates present, provided however, that such amendments do not conflict with the Constitution of the Canadian Union of Public Employees or CUPE Nova Scotia and shall be subject to approval by the National President.
- 9.2 Proposed amendments to these bylaws shall be submitted to the Recording-Secretary of Council, in writing by June 30<sup>th</sup>. All properly submitted proposed amendments shall be circulated to the affiliated Education Locals with the Annual Conference Call locals sixty (60) days in advance of the annual conference.
- 9.3 The amended or additional bylaws approved at the Annual Conference will be submitted to the Sector Coordinator following the Annual Conference by the Recording Secretary of Council for submission to the CUPE National President's Office. Proposed changes to these bylaws do not come into effect until approved by the National Executive Board of CUPE within 90 days of receiving them and the same will withhold approval only where they conflict with the CUPE Constitution. The validity will date from the letter of approval of the National President. Approved changes will be noted in bold within the relevant article. Approved changes will also be noted by the date at the end of the article as an additional form of record keeping. Articles of these bylaws approved for addition, amendment or deletion will be listed at the end of this document.

*(Approved by CUPE NEB – March 2024)*

## **ARTICLE 10 – AFFILIATION**

- 10.1 The Nova Scotia School Board Council of Unions will be affiliated with the CUPE Nova Scotia Division and pay affiliation fees in accordance with that body's bylaws.

## **ARTICLE 11 – ELECTIONS**

- 11.1 Elections will be held at the Annual Conference on a yearly basis.

*(Approved by CUPE NEB – December 2022)*

- 11.2 The Council shall elect the Executive Officers of Council from among its Officers. Comprising of a Chairperson, Vice Chairperson, Recording Secretary, and Secretary Treasurer. The term of office shall be for one (1) year, unless a seat becomes vacant, in which case Article 5.5 shall apply.

- 11.3 Each year at the Annual Conference of the Council, the Communications Officer shall be elected for a term of one (1) year, and one Trustee shall be elected for a three-year period, or in the case of a vacancy(ies) occurring, elect Trustee(s) to fill only the unexpired terms in order to avoid overlapping terms of office. The retiring Trustee(s) shall be eligible for re-election.
- 11.4 There will be a MEB (Member Employee Benefits) Committee representative elected from the delegates in attendance, at the Annual Conference, for a 2-year term. There will also be an alternate MEB representative elected for the same 2-year term.
- 11.5 A Bylaws Committee will be comprised of two (2) delegates in attendance at the annual conference and one (1) Executive Officer for a one-year term. The committee will meet at least twice per year, once in April and again before August 31 to review and make recommendations to potential changes to these bylaws. After meeting(s), Council will reimburse the committee in accordance with Article 7 within these bylaws, at the next scheduled Council meeting.

*(Amendment proposed by NSSBCU executive November 2025)*

*(Approved by CUPE NEB – March 2024)*

## **APPENDIX “A”**

### **CUPE NATIONAL EQUALITY STATEMENT**

Union solidarity is based on the principle that union members are equal and deserve mutual respect at all levels. Any behaviour that creates conflict prevents us from working together to strengthen our union.

As unionists, mutual respect, cooperation, and understanding are our goals. We should neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile, or offensive environment.

Discriminatory speech or conduct which is racist, sexist, transphobic, or homophobic hurts and thereby divides us. So too does discrimination on the basis of ability, age, class, religion and ethnic origin.

Sometimes discrimination takes the form of harassment. Harassment means using real or perceived power to abuse, devalue, or humiliate. Harassment should not be treated as a joke. The uneasiness and resentment that it creates are not feelings that help us grow as a union.

Discrimination and harassment focus on characteristics that make us different; and they reduce our capacity to work together on shared concerns such as decent wages, safe working conditions, and justice in the workplace, society, and in our union.

CUPE's policies and practices must reflect our commitment to equality. Members, staff, and elected officers must be mindful that all persons deserve dignity, equality, and respect.

## **LAND ACKNOWLEDGEMENT**

As we gather here today, we ask that each member take time to recognize the traditional and treaty territory of Mi'kma'ki, to recognize that land is an expression of gratitude and appreciation to those whose territory you reside on, and a way of honouring the Indigenous people who have been living on and caring for these lands since time immemorial.

We understand how important it is to acknowledge the long-standing and painful history that has brought us to reside on the land, and we must continue to seek to understand our place within that history as partners and allies of all Indigenous people.

Many of us in this room are beneficiaries of ongoing colonialism. This isn't something that exists only in the past. It is present. It is in our relationships, our systems, our institutions.

We all have been privileged to build a life here in Mi'kma'ki, the ancestral and unceded land of the Mi'kmaw People, a territory governed by the Peace and Friendship Treaties.

We believe it is important to name that this land is also known by many to be the Birthplace of Black heritage and culture in what is now known as Canada, following the forcible displacement and enslavement of people of African descent. There are over 20,000 people in Nova Scotia identifying as being part of the African Nova Scotian community.

We bring acknowledgement into the space we share together today because we must prioritize relational accountability in our work as union activists and with each other. Much of the privilege many of us have in this space stems from colonialism in the past and today, and in the oppression of Black & African Nova Scotian people.

*(Approved by CUPE NEB – March 2024)*

## **APPENDIX “B”**

### **CODE OF CONDUCT**

The Council is committed to ensuring that all of its meetings and activities are safe environments where members are encouraged to speak. Existing members are encouraged to welcome, mentor, and support new members and equity-seeking members.

The Council strives to promote core values which include the principles of solidarity, equality, democracy, integrity, and respect. We are committed to mobilizing our energy and skills to work together to promote these values and to attain these goals in our union, our communities, and globally.

The Council is committed to creating a union which is inclusive, welcoming, and free from harassment, discrimination and all types of bullying and intimidation. The Council needs to ensure that it provides a safe environment for members, staff, and elected officers to carry out our work. The Council expects that mutual respect, understanding and co-operation will be the basis of all our interaction.

This Code of Conduct for the Council sets out standards of behaviour for members at meetings, and all other events organized by the Council. It is consistent with the expectations outlined in the Equality Statement, CUPE National Constitution and these bylaws. It does not apply to complaints arising in the workplace, as those are dealt with through the grievance procedure and/or the applicable workplace harassment policy.

As members of the Council, we commit to one another and to the union to be governed by the principles of the Code of Conduct and agree to:

- Abide by the provisions of the Equality Statement,
- Respect the views of others, even when we disagree,
- Recognize and value individual differences,
- Communicate openly,
- Support and encourage each other,
- Make sure that we do not harass or discriminate against each other,
- Commit to not engaging in offensive comments or conduct,
- Make sure that we do not act in ways that are aggressive, bullying, or intimidating, and
- Take responsibility for not engaging in inappropriate behaviour due to abuse of alcohol or other drugs while participating in union activities, including social events.

Harassment is objectionable behaviour which may include actions, language, gestures, and/or written material, and which the harasser knows or ought reasonably to know is abusive and unwelcome. Bullying is a form of harassment which is serious ongoing behaviour which targets an individual or group and which threatens that person's or persons' mental and/or physical well-being.

A complaint regarding this Code of Conduct will be handled as follows:

1. If possible, a member may attempt to deal directly with the person alleged to have engaged in behaviour contrary to the Code, by asking the person to stop such behaviour. If that is not possible, or if it does not resolve the problem, a member may bring forward a complaint.
2. Once a complaint is received, a designated Officer of the Council will work to seek a resolution.
3. If this fails to resolve the matter, the designated Officer of the Council shall report the matter to the person in charge, who shall determine whether there is need to remove the member. The person in charge has the authority to expel members from the event for serious or persistent offences.

This Code of Conduct is designed to create a safe, respectful, and supportive environment within CUPE. It is meant to enhance the rights and obligations outlined in the bylaws of the Council, the CUPE National Constitution, the Equality Statement, and applicable human rights legislation, not replace them.

This Code of Conduct does not replace a member's right to access the trial provisions of the CUPE National Constitution.

*(Approved by CUPE NEB – March 2024)*

## **APPENDIX “C”**

### **RULES AND ORDER OF BUSINESS**

The Rules and Order of Business governing conferences shall be:

1. The Chairperson, or in their absence, or at their request, a Vice-Chairperson shall take the chair at the time specified at all conferences. In the absence of both the Chairperson and designated representative, a Chairperson shall be chosen by the Council.
2. No question of religious character shall be discussed.
3. Speeches shall be limited to five (5) minutes except in the moving of a motion when the delegates shall be allowed ten (10) minutes.
4. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
5. A delegate shall not interrupt a speaker except it be to call a point of order.
6. If a delegate be called to order the delegate shall, at the request of the Chairperson, take their seat until the question of order has been decided.
7. Should a delegate persist in unparliamentary conduct, the Chairperson may be compelled to name the delegate and submit their conduct to the judgment of the conference. In such cases the delegate whose conduct is in question should explain and then withdraw, and the conference will decide what course to pursue in the matter.
8. When a question is put, the Chairperson after announcing the question shall ask: “Are you ready for the question?” If no delegate wishes to speak, the question shall be put.
9. Questions may be decided by a show of hands or a standing vote on the basis of one (1) vote per voting delegate.
10. The Chairperson shall have the same rights as other delegates to vote on any question and in the case of a tie vote, shall also cast the deciding vote.
11. A delegate shall not move a motion to refer back after speaking on the question at issue.
12. A motion to refer back is not debatable and when properly seconded, the question shall immediately be put to the conference.
13. If a report is adopted, it becomes the decision of the conference.
14. When a question is pending before the conference, no motion shall be in order except – to refer – to adjourn – for the previous question – to postpone for a definite time. If any of the foregoing motions is negated, it cannot be renewed until after an intermediate proceeding.
15. A motion may be reconsidered providing the mover of the motion to reconsider voted with the majority, and a notice of motion is given for consideration at the next sitting and said notice of motion is supported by two thirds of the delegates qualified to vote.
16. The Chairperson will not take part in any debate. Where the Chairperson wishes to speak on a resolution or motion, or where the Chairperson wishes to move a

motion, the Chairperson must rise from the chair and hand the chair over as outlined in Rule #1.

17. The Chairperson will have the same right to vote as other members. In the case of a tie vote, the Chairperson may cast another vote, or the Chairperson may refrain from casting an additional vote, in which case the motion is defeated.
18. When a motion is before the members, no other motion is in order except a motion to 1) adjourn; 2) put the previous question; 3) lay on the table; 4) postpone for a definite time; 5) refer; or 6) divide or amend. These six motions shall have precedence in the order indicated. Motions 1 through 3 shall be decided without debate.
19. The Chairperson will ask “Will the main question be now put?” where a motion for the previous question is moved and seconded. If approved, the Chairperson will then take votes on the motion and amendments to the motion (if any) in order of priority. If an amendment or an amendment to an amendment is approved, then members will be asked to vote on the motion as amended.
20. A motion to adjourn is in order except when a member is speaking or when members are voting.
21. A motion to adjourn, if lost, is not in order if there is further business before the Council/Annual General Meeting, until fifteen minutes have elapsed.
22. After the Chairperson declares the vote results on a question, and before the Council proceeds to another order of business, any member can ask for a division. A standing vote on the division will be taken and the Recording Secretary will count the standing vote.
23. If a member wishes to appeal a decision of the Chairperson, the member must appeal at the time the decision is made. If the appeal is seconded, the member will be asked to state briefly the basis for the appeal. The Chairperson will then state briefly the reasons for the decision. Following immediately and without debate, the Chairperson will ask, “Will the decision of the chair be upheld?” A majority vote shall decide. In the event of a tie vote, the decision of the chair is upheld.
24. At a membership meeting where a question has been decided, any two members who voted with the majority can give notice of a motion to reconsider a decision of the membership at the next membership meeting. The motion to reconsider requires the support of a two-thirds majority of members who vote. If two-thirds majority of members support reconsideration, the question will be placed in front of the membership for debate and a subsequent vote.
25. Members are allowed to leave a meeting with the permission of the Vice-President; however, in no case will a member leave during the reading of minutes, the initiation of new members, the installation of Officers, or the taking of a vote. All Council business, its proceedings, including decisions and debates conducted at any meetings of Council are not to be divulged to any persons outside the Council, or the Canadian Union of Public Employees.

*(Approved by CUPE NEB – March 2024)*

**APPENDIX “D”**

**NSSBCU MONTHLY AFFILIATION FEES REMITTANCE FORM**



**NOVA SCOTIA SCHOOL BOARD  
COUNCIL OF UNIONS**



**Nova Scotia School Board Council of Unions  
Monthly Affiliation Fees Remittance Form**

As per article 4 of the Bylaws of the NSSBCU, please remit 1.5 dollars (\$1.50) per month per dues paying member of your Local on a monthly basis.

**IF MORE THAN 1 (ONE) MONTH IS BEING REMITTED ON THIS FORM, PLEASE LIST THE MONTHS AND MEMBERS PER MONTH SEPARATELY ON EACH LINE BELOW.**

The number of members being remitted for should be the same number as reported on the monthly CUPE National Per Capita form.

CUPE Local Number:

Number of members for the month / year:

Total number of members being remitted:            x \$1.50 =

Cheque number:

**Please make cheques payable to: Nova Scotia School Board Council of Unions**

NSSBCU Secretary Treasurer

Mailing address: \_\_\_\_\_

## APPENDIX “E”

### NSSBCU Educational Assistance Program



# NOVA SCOTIA SCHOOL BOARD COUNCIL OF UNIONS



Please place a check mark in front of one of the following:

- Child/Ward of Union Member in good standing of NSSBCU
- Grandchild of Union Member in good standing of NSSBCU
- Union Member in good standing of NSSBCU

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#### Application Receiving Address:

NSSBCU Recording Secretary (**Insert email address**)

**General:** The members of the NSSBCU have established an educational fund through support of Higgins Insurance which shall award one (1) bursary on an annual basis to the applicant selected meeting the criteria set out below.

**Bursaries:** The education fund shall provide one (1) bursary in the amount of one thousand dollars (\$1,000.00) awarded on an annual basis in the month of November.

**Eligibility:** Persons who meet the following are eligible:

1. Be enrolled in an accredited post-secondary education program.
2. Must be a Union member in good standing or the child/ward/grandchild of a union member of any local affiliated with NSSBCU.

**Criteria:** Selection will be based on the following:

1. Meet the eligibility provisions outlined above; and
2. Provide a 200-word essay to describe what unionism means to them.

**Applicants:** Applicants are asked to mail their applications to the address on page 1.  
The Deadline for applications will be November 1.

Please ensure you retain a copy for your records.

**Name of Applicant**

\_\_\_\_\_  
( Surname )                      ( First Name )                      ( Middle Name )

Email Address: \_\_\_\_\_ ( Mandatory )

Home Address:  
\_\_\_\_\_

\_\_\_\_\_  
( Town/Village )                      ( Postal Code )                      ( Phone # )

Date of Birth      \_\_\_\_\_  
                            ( Day )                      ( Month )                      ( Year )

Name of member                      Relationship to                      CUPE local #:  
in good standing:                      applicant:  
  
\_\_\_\_\_

Name of High School/College/University:      Grade/Year:                      Program:  
  
\_\_\_\_\_

Date \_\_\_\_\_                      Signature: \_\_\_\_\_

**Applicant Rules and Regulations**

1. Applications must be received by the Recording Secretary of the NSSBCU not later than November 1.
2. Bursary will be awarded by random draw at the Annual General Conference in November to the applicant meeting eligibility outlined above. Successful applicants will be notified no later than November 30.
3. Bursaries will be paid to the selected applicants upon confirmation of their attendance in their second term of the academic year at a University or Post-Secondary Institution no later than February 1.
4. A Letter of confirmation will be accepted from either the Principal, Guidance Counsellor, and or Registrar of the University or Post-Secondary Institution. All monies will be dispersed upon this confirmation to the selected applicants at the address indicated on the application unless notification of address change is given. Monies can be dispersed to your Post-Secondary Institution if notice is given prior to release of funds.

5. If the requirements in the above sections have not been met by the applicant initially chosen to be paid the bursary by February 1, then the committee reserves the right to move on to an alternate name chosen. Alternates will not be notified until after February 1.

In order to be considered for this bursary, all information on this application is required to be filled out to the best of your ability. You may contact the Recording Secretary of the NSSBCU if you have any questions or concerns.

Amended and approved by NEB on June 23, 2014  
Submitted by post on Nov. 20, 2014, Change to Article 4.1 and 4.2  
Amended Sept. 21, 2015, Addition to Article 4 adding 4.5  
Approved by NEB Article 4.5 January 6, 2016  
Submitted for approval on October 17, 2019  
Re-Submitted for approval on March 10, 2020  
Approved by NEB, June 18, 2020  
Submitted for approval on October 19, 2022  
Approved by NEB on December 21, 2022  
Submitted for approval on December 8, 2023.  
Changes to the following articles were approved by NEB on March 19, 2024:

- Cover Page
- Introduction
- Article 1 (1.1 & 1.2)
- Article 2 (2.1 & 2.2)
- Article 3 (3.1, 3.2, 3.3, 3.4,3.5, 3.6, 3.7, 3.8, 3.9, new 3.10 is old 5.6 with changes/additions)
- Article 4 (4.1, 4.2, 4.3 & 4.4)
- Article 5 (5.1, new 5.2 and 5.3, remainder of article renumbered)
- Article 6 (6.1, 6.2, 6.3, 6.4, 6.5, 6.6, new 6.6 - point #5)
- Article 7 (7.1)
- Article 8 (8.1)
- Article 9 (9.1, 9.2, 9.3)
- Article 11 (11.1, 11.2, 11.3, 11.4, 11.5)
- Land Acknowledgement (new)
- Code of Conduct (Point #3 under "A complaint regarding this code will be handled as follows")
- Appendix "C" (Point #s 1, 6, 7, 9, 10, 11 & 25)  
Submitted for approval on November 26, 2025

:dlm/cope491  
:sm/cope 491  
:so/cope491, 2025-11