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Unifor Energy Council Bylaws

Article 1 – Name, Purpose and Membership

1. The Unifor Energy Council has been formed to represent the Local Unions, bargaining units and membership of Unifor in the energy sector, including but not limited to oil refineries, gas plants, oil sands, offshore oil production, marketing, gas distribution, power generation, pipelines, petro chemical plants and exploration.
2. The Energy Council is established to fulfill the goal and purposes of the Unifor Constitution, Article 11 (Industry Councils), Article 7 (National Executive Board), Article 9 (Canadian Council) as well as the Preamble, Article 2 (Statement of Principles), and Article 3 (Objectives).
3. The purposes of the Energy Council are to :
 - a. Make nominations to the National Executive Board,
 - b. Advocate on behalf of the members in the economic sector with respect to matters of common concern,
 - c. Debate, formulate and coordinate industrial strategies,
 - d. Assist in the coordination of collective bargaining demands and agendas, and through the formulation of policies, deal with employers in the economic sector in supportive and strategic fashion,
 - e. Assist in the organization of new bargaining units within the economic sector and partner with the National Union in strategic organizing,
 - f. Meet, share information, network, and coordinate all union representation and community activities in the economic sector.
4. In the event that there are any inconsistencies or contradictions between these Bylaws and the Unifor Constitution, the Unifor Constitution shall prevail and inform the interpretation of these bylaws.

Article 2 – Membership

5. All Unifor Local Unions and bargaining units that adhere to the description in Article 1 are entitled to affiliate and become members of the Energy Council.
6. Membership in the Energy Council shall be effective after application to the Secretary Treasurer of the Council and payment of the per capita dues established by these Bylaws.
7. Membership in the Energy Council may be suspended by the Executive Committee of the Energy Council for non-payment of per capita.

Article 3 – Delegates

8. The President or his or her designated representative of each affiliated Local Union and bargaining unit shall be a delegate to the Energy Council.

9. Additional delegate representation shall be based on the following :

1-500 Members	1 Voting delegate
501-1000 Members	2 Voting delegates
1001-1500 Members	3 Voting Delegates
1501-2000 Members	4 Voting Delegates
2001+ Members	5 Voting Delegates

10. Local unions and bargaining units are entitled to a further additional delegate providing that the delegate is from an equity seeking group (women, young workers, Racialized and Aboriginal workers, LGBT, Workers with Disabilities).

Article 4 – Officers and Executive Committee

11. The Energy Council shall elect an Executive Committee for a term of three (3) years. The Executive Committee shall consist of:

12. Chairperson – The Chairperson shall chair meetings of the Council and of the Executive Committee and carry out duties as assigned by the Executive.

13. Vice Chairperson – The Vice Chairperson shall assist the Chairperson and carry out the duties of the Chairperson in his/her absence.

14. Secretary Treasurer – The Secretary Treasurer shall establish accounts for the Energy Council and receive the per capita dues from affiliated Local Unions and bargaining units, and make expenditures approved by the Executive Committee. The Secretary Treasurer shall report to each meeting of the Council on income and expenses and ensure an annual audit of the financial records. The Secretary Treasurer shall ensure that a meeting of the Council is prepared to conduct a secret ballot per capita election or a per capita vote on a resolution.

15. Up to five (5) members to reflect geographic, energy sub sectors, company groups or the gender and equity principles of the union.

16. The Energy Director appointed by the Unifor President to assist the Energy Council shall be ex-officio member of the Executive Committee.

17. Between meetings of the Energy Council, the Executive Committee shall have the responsibility and authority to determine any matter of policy, organization or required actions, and shall report on all such decisions and activity at the next regular meeting.

Article 5 – Meetings of the Energy Council

18. The Energy Council shall meet a minimum of once per year at the call of the Chairperson. Additional meetings may be called with the approval of the Executive Committee.
19. Local Unions and bargaining units shall be given a minimum of six weeks' notice for a meeting of the Energy Council. The Executive Committee may waive this notice if required by extraordinary circumstances or urgent issues.
20. A quorum for the Energy Council meetings shall be 50% of the registered delegates.
21. The Executive Committee shall designate a person to keep the record (minutes) of each meeting of the Council and Executive Committee, and this record shall be reviewed and approved by the Executive Committee. The record of all such meetings shall be distributed to all Local Unions and bargaining units affiliated to the Council and to the Office of the Unifor National Secretary Treasurer.
22. The Agenda for a meeting of the Energy Council shall include the following reports which may be written or oral:
 - Reading of the Anti-Harassment Statement
 - Report on delegate representation and attendance
 - Report of the Energy Council Chairperson
 - Reports of the Unifor National President and National Secretary Treasurer
 - Report of the Unifor Energy Director
 - Report of the Energy Council Secretary Treasurer
 - Report of Local Unions and Bargaining Units
 - Reports of Bargaining Groups and Committees
 - Reports of staff
 - Nominations or Elections of Officers (if needed)
 - New Business
23. The Agenda for a meeting of the Energy Council may also include guest speakers, presentations or education, or workshops as determined by the Executive Committee.
24. Meetings of the Energy Council shall be conducted according to Bourinot's Rules of Order.

Article 6 – Elections

25. Notice to Local Unions and bargaining units for election of the Executive Committee shall be included in the call to the meeting and sent no later than six (6) weeks prior to a meeting of the Energy Council.

26. The Executive Committee shall appoint an election committee to prepare and conduct the election.
27. All elections shall be on a secret ballot, per capita basis. Per capita voting strength shall be divided equally among the Local Union and bargaining unit delegates with any leftover votes to be allocated to the President or Chairperson of the delegation.

Article 7 – Nominations for an Energy Council Representative on the National Executive Board

28. A nomination by a Local Union or bargaining unit for an Energy Council Representative on the National Executive Board shall be made in writing to the Energy Council Executive Committee. All nominations received prior to a called Energy Council meeting shall be placed before the delegates for consideration. If there is no Energy Council meeting called, the nomination shall be considered by the Executive Committee. The Executive Committee may make a nomination or endorsement of an Energy Council Representative pursuant to Article 7, Paras 19 and 20.

Article 8 – Delegation to the Canadian Council

29. Members of the Executive Committee shall be delegates to the Unifor Canadian Council according to Article 9 (Canadian Council) of the Unifor constitution.

Article 9 – Finances

30. The Executive Committee shall authorize expenditures to carry out the work of the Energy Council and to execute its campaign.
31. The Secretary Treasurer shall report at each meeting on all income and expenditures of the Energy Council.
32. The income of the Energy Council shall consist of per capita dues payment as set out in these bylaws, income from meetings, events or campaigns, or contributions from local unions and bargaining units.
33. The per capita payment to the Energy Council shall be ½ hour per member which shall be paid annually prior to the annual called meeting of the Council.
- 34 (a) Expenses for Energy Council delegates to the Canadian Council as provided for in the Unifor Constitution Article 9, Paragraph 9, or representatives to other approved events **and or the National Convention** shall be paid from the funds of the Council. These expenses include transportation, accommodation, per diems, and applicable lost time wages. Lost time wages shall not be paid for days off. Guidelines for travel expenses shall be consistent with Unifor guidelines for national staff.
- 34 (b) **All authorized expenses shall be submitted to the Energy Council's Secretary-Treasurer no later than sixty (60) days after expenses are incurred.**

Article 10 – Amendments

35. The bylaws of the Energy Council may be amended by a $\frac{2}{3}$ majority vote to approve a resolution from a local union, bargaining unit, or a recommendation of the Executive Committee provided that all Local Unions and bargaining units have been given a thirty (30) day notice of a resolution or recommendation to amend the bylaws.

Adopted

August 20, 2016 – Ottawa

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