

**Canadian Media Guild  
CBC Branch Policy Manual  
Revised October 2016**

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## **Policy 1: Financial Matters**

### ***1.a. Preamble: Control of Financial Matters for Branch Expenditures***

The by-laws of the CBC Branch of the Canadian Media Guild require the Branch Executive Council, the BEC, to control Branch Expenditures and develop and follow policies to that effect. These policies are developed in keeping with that directive of the by-laws.

***This policy was most recently modified and approved by a majority vote of the CBC Branch Executive Council of CMG February 22, 2013.***

### ***1.b. Budget***

The CBC Branch of the Canadian Media Guild is committed to fiscal prudence and sound financial oversight. In keeping with this commitment the Branch Executive Committee is charged with drafting an annual budget. This budget is presented to the National Executive Committee for its consideration and inclusion in the overall budget for the CMG at its meeting in November of each year.

Members of the Branch Executive Council will prepare an annual budget for their activities and present this in writing to the Branch Management committee which includes the President, the Vice President, Secretary-Treasurer and two other members of the BEC by the first second Monday in September.

Once the budget is approved by the BEC and the NEC members of the Branch Executive will be responsible for staying within their budgets. Members of the executive will not need additional approval for expenses in their approved budgets. However, they will report expenditures to the BEC with written reports as the monies are spent.

### ***1.c. Extra-Budgetary Expenditures***

BEC Members should attempt to prepare their budgets as accurately as possible. However, it is not practical to expect all expenditures of the Branch to be included in the budget. There will be times when members of the executive will incur unexpected expenses.

When such expenses arise the member of the executive will:

1. Present the BEC with a written proposal for the expense before it is incurred.
2. This report will include reasons for the spending.
3. The amount of money to be spent.
4. Outcomes expected.
5. If services of a person or company are to be engaged the report will include information the person, persons or company and reasons for the choice.

In special circumstances a member of the BEC may refer the request for expenditure to the Branch management committee for approval. In such cases that member of the BEC will present a written report on the expenditures, including amounts spent, the reasons for the expenditures and expected outcomes, at the next BEC meeting.

***1.d. Compassionate Assistance to Branch Members***

The Canadian Media Guild is a union concerned about the well being of its members. Sometimes the members need assistance that goes beyond the usual union relationship. Such requests usually come to the attention of the Branch Executive Council from other members of Local Executive Councils.

Such requests must be made in writing to the BEC. The BEC will consider all such requests. Any approval of such requests must be done by a duly moved and seconded resolution and adopted by a majority vote.

*1.e. Equipment and Tools for Executive Members*

The table officers of the Branch Executive Council include the President, the Vice President, and the Secretary-Treasurer.

The CBC Branch of the CMG will provide each of these officers with the following equipment to facilitate them fulfilling their duties while serving as officers of the union.

1. One laptop computer with basic software including an operations system, and a software bundle including word-processing, spreadsheet and a database. (e.g. Microsoft Word, Excel and Access)
2. One portable communication device such as a cell phone or a Blackberry.

The Branch will cover the costs of operating this equipment including repairs and maintenance and allow for reasonable personal use.

Table officers may decline this equipment. This equipment remains the property of the CBC Branch of CMG and will be returned upon departure from office.

### ***1.f. Gifts To Individuals***

This policy is based on NEC Policy adopted November 5, 2006 and titled "Grants: Donations to Outside Organizations"

From this policy:

#### ***"Births/Deaths/Convalescence***

*The national office is frequently notified of a death in the family of an active member, Executive or former Executive member; similarly the office also responds to requests by small branches to acknowledge the birth of a child or a member in hospital. Gifts on the birth of a child or a death in the family sent on such occasions should not exceed \$100.*

#### ***Branch Councils and Location Units***

*Requests received by branches and Location Units shall be considered under these same criteria. Their respective Executives shall be responsible for approving any donations."*

Although the quoted National policy is specific to births/deaths/convalescence, in absence of other guidance under National CMG or CBC Branch Bylaws or Policies, it is reasonable to extend this approach to include other life event gifts, such as departure from the corporation, retirements, etc.

Therefore, the CBC Branch will limit gifts to individuals on the occasions of birth, death, convalescence, retirement, or other life events to a maximum of \$100. Gifts will be made only upon a decision by vote of the Branch Executive Council following a proposal from a BEC member, where time permits. When time restrictions or the nature of the event prevent this, such a decision would be made by the Branch Management Committee and later reported to the BEC.

The BEC must be mindful of the need to be, and to appear, fair in the application of this policy while recognizing the impossibility of marking all events in all members' lives. As a guideline, it is expected that in most cases Branch gifts would be given to those who have served, or currently serve, at the Branch level. However, the BEC may choose at its discretion, by vote, to make exceptions in special circumstances.

It is also noted that this policy is limited to gifts for life events. Other portions of the above-noted National Policy ("Grants: Donations to Outside Organizations") apply to donations to outside organizations and are not included in this policy. As well, there is a separate National Policy ("Grants: Hardship) to deal with cases of hardship and as such are excluded from this policy.



## **Policy 2: Duties and Responsibilities of Branch Executive Members**

### ***2.a. Preamble***

The by-laws of the CBC Branch of the Canadian Media Guild provide a detailed description of the duties and responsibilities of the table officers (President, Vice President, and Secretary-Treasurer) of the Branch Executive Council (BEC). However, the bylaws provide less detail on the duties and responsibilities of the Directors of the BEC. Further, bylaw 22.3 suggests that the BEC may wish to adopt policies to better describe the duties and responsibilities of the BEC members.

***The following policies were adopted by majority votes of the CBC Branch Executive Council of CMG.***

***"Regional Director" (Atlantic, Ontario, Prairies, BC, North) most recently modified and approved February 22, 2013***

*"Director of Diversity and Human Rights" adopted November 4, 2009*

*"Director of SRC" modified June 2016*

*"Director of Toronto" adopted May 26, 2010*

## ***2.b Regional Director (Atlantic, Ontario, Prairies, BC, North)***

### **Bylaw Requirements**

CBC Branch Bylaws:

6.4

The Directors of the CBC Branch Executive Council shall•

- a) Represent and advance the interests of their respective constituencies or functional portfolios at the Branch Executive Council and within the Branch membership while actively promoting the national interests of the CBC Branch as a whole;
- b) Maintain effective communications with their respective constituencies and with their counterparts in the CMG's other branches and the NEC;
- c) Where appropriate, chair Committees to achieve the objectives of their respective constituencies or functional portfolios, consistent with the national interests of the CBC Branch.
- d) Actively participate in the CBC Branch Executive Council debates and discussions;
- e) Prepare quarterly reports on their respective activities for the Branch Executive Council.

### **Role**

The role of the Regional Director is primarily one of communications. This communications takes place on several levels.

Promotion of communications between the locations in this region is an important part of the Director's duties. This communications takes various forms: email, conference call, location visits, and face-to-face meetings during Presidents Council meetings and Conventions. Because of the difficulty in coordinating schedules, the email method may be preferred by most for regular discussion. For example, on a regular basis (every 1-2 months), the Location executive members and activists may be asked to give updates on issues, concerns, and activities in their locations. This information may be shared with the other activists in the region, and allows people to compare notes. It sometimes provides a "heads up" as issues arise, and allows better preparation for things to come. This is particularly true among Locations that share common management. The discussion between Locations tends to get the activists in the region thinking about the issues, and serves somewhat as a mobilization tool.

The Director is also responsible for providing reports to the Branch Executive Council on at least a quarterly basis. This report typically includes updates from the Locations, as well as a summary of the Director's activities during the report period.

At Presidents Council meetings and at Conventions, the Director is expected to give a written and a verbal report. When scheduling permits, this also provides a good

opportunity for a separate face- to-face caucus meeting with the regional delegates. These caucus meetings can serve as a "meet and greet" which, aside from discussing immediate issues and concerns, help make the attendees more comfortable in future discussions within the region.

The Regional Director works closely with the regional CMG Staff Representative. There tends to be significant back-and-forth information sharing as situations and issues arise. The Location executive members sometimes refer issues to the Director, and other times to the Staff Representative, and this information sharing is crucial to ensure a proper response while avoiding duplication of effort. Issues of contract enforcement typically are handled by the Location Unit in conjunction with the staff representative, while other issues, which are outside the Collective Agreement, or which appear to be significant shifts in the corporation's operation or direction, may be more appropriately referred to the BEC.

On occasion, the Director may identify a need for funding for a special project or for travel to a particular location or locations to facilitate meetings with Location Unit executives and/or members. Any such request would need to be submitted to, and approved by, the BEC in accordance with Branch Policy 1.c "Extra-Budgetary Expenditures". Any such travel is to be done in an efficient manner, in accordance with the CMG and Branch travel policies, and arrangements are to be made through the CMG Travel Coordinator. Fiscal restraints will limit the frequency of Location visits. Any such travel and all associated expenditures will be communicated to the BEC as part of the provided reports.

## ***2.c. Director of Diversity and Human Rights***

The by-laws of the CBC Branch state:

The CBC Branch shall monitor the CBC compliance with all human rights provisions in our contract and to hold the CBC accountable for any violations of these provisions either through grievance and arbitration procedures or through referral to the Canadian Human Rights Commission.

The CBC Branch will ensure that its members, executive members and staff are educated about human rights within the workplace with specific attention to what constitutes harassment and discrimination and the procedures for handling complaints.

The by-laws also state:

The Directors of the CBC Branch Executive Council shall•

- a) Represent and advance the interests of their respective constituencies or functional portfolios at the Branch Executive Council and within the Branch membership while actively promoting the national interests of the CBC Branch as a whole;
- b) Maintain effective communications with their respective constituencies and with their counterparts in the CMG's other branches and the NEC;
- c) Where appropriate, chair Committees to achieve the objectives of their respective constituencies or functional portfolios, consistent with the national interests of the CBC Branch.
- d) Actively participate in the CBC Branch Executive Council debates and discussions;
- e) Prepare quarterly reports on their respective activities for the Branch Executive Council.

In keeping with the directives of the by-laws the Director of Diversity and Human Rights shall:

1. Promote and advocate for human rights, equity and diversity at the CBC, at the CBC Branch of the CMG and in all other forums where the rights of members of the union may be challenged or promoted.
2. Chair the Human Rights, Equity and Diversity committee of the CBC Branch of the CMG.
3. Lead the CMG delegation to the Joint Employment Equity Committee at the CBC.
4. Co-Chair the Joint Pay Equity Committee at the CBC.
5. Address issues of Harassment, especially cases of sexual harassment, brought to her/his attention.
6. Address issues of discrimination brought to her/his attention.
7. Present regular written reports to the BEC on her/his activities.
8. Prepare a budget for Human Rights, Equity and Diversity activities in keeping with the budgetary policies of the branch.
9. Monitor expenditures and report on them regularly to the branch.
10. Co-operate and work with other levels of the union on matters concerning Human Rights, Equity and Diversity.

## *2.d. Director of SRC*

### **Bylaw Requirements**

CBC Branch Bylaws:

6.4

The Directors of the CBC Branch Executive Council shall•

- a) Represent and advance the interests of their respective constituencies or functional portfolios at the Branch Executive Council and within the Branch membership while actively promoting the national interests of the CBC Branch as a whole;
- b) Maintain effective communications with their respective constituencies and with their counterparts in the CMG's other branches and the NEC;
- c) Where appropriate, chair Committees to achieve the objectives of their respective constituencies or functional portfolios, consistent with the national interests of the CBC Branch.
- d) Actively participate in the CBC Branch Executive Council debates and discussions;
- e) Prepare quarterly reports on their respective activities for the Branch Executive Council.

6.5

In addition, the Director of the SRC is a member of the SRC National Joint Committee.

### **Definition**

The Director of SRC represents SRC members in Canada

### **Role**

Promotion of communications between the locations in the region is an important part of the Director's duties. This communications takes various forms: email, conference call, location visits, and face-to-face meetings during Presidents Council meetings and Conventions. Because of the difficulty in coordinating schedules, the email method may be preferred by most for regular discussion. For example, on a regular basis (every 1-2 months), the Location executive members and activists may be asked to give updates on issues, concerns, and activities in their locations. This information may be shared with the other activists in the region, and allows people to compare notes. It sometimes provides a "heads up" as issues arise, and allows better preparation for things to come. This is particularly true among Locations that share common management.

The discussion between Locations tends to get the activists in the region thinking about the issues, and serves somewhat as a mobilization tool.

In addition, the Director of SRC is a member of the SRC National Joint Committee (as noted in CMG Branch Bylaw 6.5 above). In consultation with the Location Executive Committees, the Director of SRC will communicate with the Branch Executive Council issues pertaining to Francophone members who do not work for SRC.

The Director is also responsible for providing reports to the Branch Executive Council on at least a quarterly basis. This report typically includes updates from the Locations, as well as a summary of the Director's activities during the report period.

At Presidents Council meetings and at Conventions, the Director will provide and present a written report. When scheduling permits, the Director will chair face-to-face caucus meetings with the regional delegates. Aside from serving as a "meet and greet" and allowing for discussion on immediate issues and concerns, caucuses help attendees feel more comfortable in participating in future discussions within the region.

The SRC Director works closely with the appropriate CMG Staff Representative(s). There tends to be significant back-and-forth information sharing as situations and issues arise. The Location executive members sometimes refer issues to the Director, and other times to the Staff Representative, and this information sharing is crucial to ensure a proper response while avoiding duplication of effort. Issues of contract enforcement typically are handled by the Location Unit in conjunction with the staff representative, while other issues, which are outside the Collective Agreement, or which appear to be significant shifts in the corporation's operation or direction, may be more appropriately referred to the BEC.

On occasion, the Director may identify a need for funding for a special project or for travel to a particular location or locations to facilitate meetings with Location Unit executives and/or members. Any such request would need to be submitted to, and approved by, the BEC in accordance with Branch Policy 1.c "Extra-Budgetary Expenditures". Any such travel is to be done in an efficient manner, in accordance with the CMG and Branch travel policies, and arrangements are to be made through the CMG Travel Coordinator. Fiscal restraints will limit the frequency of Location visits. Any such travel and all associated expenditures will be communicated to the BEC as part of the provided reports.

## *2.e. Director of Toronto*

### **Bylaw Requirements**

CBC Branch Bylaws:

6.4

The Directors of the CBC Branch Executive Council shall•

- a) Represent and advance the interests of their respective constituencies or functional portfolios at the Branch Executive Council and within the Branch membership while actively promoting the national interests of the CBC Branch as a whole;
- b) Maintain effective communications with their respective constituencies and with their counterparts in the CMG's other branches and the NEC;
- c) Where appropriate, chair Committees to achieve the objectives of their respective constituencies or functional portfolios, consistent with the national interests of the CBC Branch.
- d) Actively participate in the CBC Branch Executive Council debates and discussions;
- e) Prepare quarterly reports on their respective activities for the Branch Executive Council.

12.7

The Director of Toronto will be the sitting Toronto Location Unit President, elected as stipulated in Article 6.14 of the CMG bylaws.

### **Role**

The Director of Toronto provides a conduit for information sharing between the Toronto Location Unit and the Branch Executive Council as well as the National office of the CMG.

Although the Toronto Director is only responsible for a single Location Unit, the size of that Unit makes the role an important one. The Director will keep the BEC apprised of issues that arise in the Toronto Location on a timely basis. The Director is also responsible for providing reports to the Branch Executive Council on at least a quarterly basis. This report typically includes updates from the Location, as well as a summary of the Director's activities during the report period.

At Presidents Council meetings and at Conventions, the Director is expected to provide and present a written report.

The Toronto Director works closely with the Toronto CMG Staff Representative(s). There tends to be significant back-and-forth information sharing as situations and issues arise

## **Policy 3: Committees**

### ***3.a. Preamble: Committees of the CBC Branch of CMG***

CMG CBC Branch Bylaws provides some guidance as to the selection and operation of the "National Grievance Committee" and the "Bargaining Committee." Further, Bylaw 22.3.f. states:

"Branch policies may cover such matters as # Matters relating to committees under Branch jurisdiction, including the Bargaining Committee and the Grievance Committee"

With this in mind, and pursuant to a motion passed at the CBC Branch Executive Meeting of January 2008, this policy was developed.

Unless otherwise mandated by the bylaws, the collective agreement, the Canada Labour Code or other applicable legislation this committee policy will be followed.

A current list of CBC Branch committees and committee members will be posted online at [www.cmg.ca](http://www.cmg.ca).

The Secretary-Treasurer of the Branch Executive Council will be responsible for the administration of the committee list.

***This policy was most recently modified and approved by a majority vote of the CBC Branch Executive Council of CMG October 21, 2016.***



### **3.b. Process**

When

- a new standing committee is created,
- or prior to the end of a BEC election term
- or when there is a vacancy on a committee

a call for interest will be sent to the general CBC Branch membership by the BEC.

However, in the case of a committee vacancy or vacancies, the applications on file from any call for candidates for the same committee within the past 12 months will first be reviewed. A new call for candidates in this situation will only take place if there are insufficient suitable candidates with applications on file, as decided by a vote of the BEC. Otherwise, the candidate(s) will be elected from the applications on file.

In an election year, a vacant position on a committee may, by a vote of the BEC, be filled by appointing an interim member or by leaving the position vacant.

To facilitate the filling of a vacancy, all applications will be kept on file by the Secretary – Treasurer of the Branch Executive Council for 12 months following a committee election.

*DEFINITIONS (Robert's Rules of Order Newly Revised (RONR))*

*"Standing Committees have a continuing existence and function, normally responsibility over a particular subject matter (ex. Education committee or Membership Committee)"*

*"Special Committees are created for a particular task, and go out of existence when that task is completed."*

At the start of a new term of office, the incoming BEC members will be provided with the current list of committees, the current committee members, and the Committee Policy.

At the first face-to-face meeting of the new incoming Branch Executive Committee or as soon as possible after that time, all standing committees will be reconstituted.

Existing committee members will continue to serve until such time as the incoming BEC has completed the selection process.

As per Branch Bylaws article 6.6 "Joint and internal committees of the CBC Branch should include at least one member of the CBC Branch Executive Council. Whenever possible, such committees should be chaired by a member of the Branch Executive Council". If that is not possible, or there are multiple BEC members on the committee, selection of the chairperson will be by a vote of the members of that committee.

Any conflict of interest or potential conflict of interest shall be declared when applying to participate on a committee. Please refer to the CMG Policy on Conflict of Interest.

### ***3.c. Selection***

The BEC will establish the criteria for the selection of members for each committee. NOTE: When the criteria are established for each committee it will be appended to this policy.

All members in good standing may submit an application for consideration. The Guild encourages applications from Aboriginal peoples, visible minorities, people with disabilities, women, francophones and persons of all sexual orientation and gender identity. Please self-identify if you feel comfortable doing so.

Branch Executive Council members and existing committee members must also submit an application in order to be considered. The Branch President or her/his delegate will advise all committee chairs that they will need to reapply for their committee positions. It will be the committee chairs' responsibility to advise their members of this requirement.

The composition of committees shall respect

- the need for broad regional and occupational representation,
- diversity,
- succession planning and development,
- experience and knowledge,
- and the need for continuity on the committee.

A communiqué will be sent to the members of the general membership of the CBC Branch seeking candidates interested in participating on the committee.

A minimum of two weeks will be given for submission of applications.

Late or incomplete applications will not be considered.

The communiqué will include

- Committee mandate
- A description of the work required
- An indication of the estimated time requirement for committee work
- A reference to this policy to explain the selection process
- Deadline for applications
- A note to members applying for more than one committee to state order of preference
- An application form that must be completed
- A note that applications must be comprehensive, as they will form the basis for the Branch Executive Council decision

Members will be asked to send their application [via the link supplied in the callout.](#)

Submitted applications will be compiled by the Branch Secretary-Treasurer and sent to all BEC

members in a single document a minimum of 5 working days before the BEC meeting when the applications will be considered.

The BEC will review the applications in preparation for discussion and selection at the next BEC conference call and/or face-to-face meeting, or as soon as possible thereafter.

All discussion with regard to individual applicants will be in camera.

In the event there are insufficient suitable candidates, as decided by the BEC, a second and subsequent communiqué will be sent out to the membership. If after two attempts, should the BEC decide through the selection process that there are insufficient qualified applicants, the BEC may decide by a vote to appoint candidates at its discretion.

In the interest of both transparency and the appearance of transparency among the general membership, when a BEC member submits an application for membership on a committee, it is highly recommended that the member excuse him/herself from discussions pertaining to the filling of the seat(s) as well as the actual vote.

This is in keeping with the principles of Roberts Rules of Order pertaining to conflict of interest for motions. Refer to "Conflict of Interest" in Roberts Rules of Order for further information.

Committee members will be elected by a majority vote of the BEC. Where there is a large number of applicants a modified voting process may be required (e.g. runoff vote). BEC members may vote for less than the required number of vacant seats if they feel one or more candidates are not suitably qualified.

Voting will take place by secret ballot. When not in person, the vote will be emailed to one designated CMG staff person who will tabulate and return the results to the BEC members by email.

In the interest of continuity of committee work, where possible, at least one incumbent member of the committee should be given serious consideration for selection to continue service on that committee.

All candidates, successful and unsuccessful, will be notified in a timely manner of the outcome of the selection process.

Candidates who do not meet the criteria, as decided by a simple majority vote of the BEC, will be contacted by a BEC member and their application will be discussed and help and guidance will be offered to gain the necessary qualifications if the candidate is interested. Such applications will not be kept on file following the discussion and vote.

### ***3.d. Role of Staff Representative***

When required, a committee shall be assisted and supported by a staff representative of the union. The elected members, in consultation with the staff representative, will make all decisions of the committee. Committee members shall refer issues arising from the interpretation of this policy to the BEC, who will then refer it to the NEC if required.

### ***3.e. Cost and Accountability***

All committees must submit a budget proposal, if funding is required, to the BEC Secretary-Treasurer in September as part of the process as defined under the CMG Branch bylaws.

#### Accountability

Minutes will be taken for all committee meetings.

Meeting minutes will be shared with the BEC, by the chair, within 10 business days of their approval. Where minutes need to be kept confidential for individual privacy reasons (e.g. National Joint Employment Planning Committee) a report will be submitted in lieu of minutes within 30 days of the meeting.

### ***3.f. Dereliction of Duties***

If there is an allegation by a recorded majority vote of a committee that a member has been derelict in his or her duties, the matter shall be referred to the BEC to consider actions up to and including the removal of the committee member from office. The referral to the BEC from the committee must include the reasons for the recommendation.

If the BEC determines by a majority vote that a dereliction of duties has occurred, then the member will be dealt with accordingly.

#### Examples of Dereliction of Duties

The following circumstances and/or actions shall constitute dereliction of duties and may be grounds for removal from a CBC Branch Committee

- Absence without valid reasons for three consecutive meetings
- Violation of the criminal code which would bring the CBC Branch or the CBC Branch Executive into disrepute and/or undermine its credibility or the integrity of the person holding office
- An inability to perform the assigned duties and responsibilities of the position in a manner acceptable to the Branch Executive Council.

The BEC will be responsible for addressing all committees that are not properly functioning to determine the appropriate course of action. All such actions must be approved by a vote of the BEC.

## **Policy 4: Collective Bargaining Consultation**

### ***4.a. Preamble: Bargaining Consultation***

The CMG CBC Branch recognizes the importance of comprehensive consultation and communications with the Branch membership on matters pertaining to collective bargaining. Although CMG Bylaws stipulate the requirements for such communications, the Branch seeks to enhance these requirements through additional recommendations and guidelines. This policy is intended to provide such guidance, while recognizing that bargaining circumstances can and do vary, and that the Bargaining Committee ultimately is responsible for its communications in accordance with the bylaws. It should be noted that there is a National Executive Committee (NEC) bargaining policy as well, entitled "*Getting a Deal: CMG guidelines for communicating before, during and after Bargaining*". This CBC Branch Policy is intended to supplement but not replace the NEC policy. In the event of a discrepancy between the two, the NEC policy shall prevail.

***This policy was approved by a majority vote of the CBC Branch Executive Council of CMG February 1, 2015***

#### ***4.b. Preparation for Bargaining***

As preparation for collective bargaining starts, CMG communications staff should be consulted to assist in developing a communications strategy. It is anticipated that the staff will continue to be consulted throughout bargaining, up to and including ratification.

Consideration should be given to which types of communications will be most effective during each bargaining round. The appropriate balance of the use of current and developing media, while keeping in mind the level of confidentiality required at various stages in the process, must be sought. Some options may include, but not be limited to: web posting, email communiques, closed Facebook groups, etc.

Although it is recognized that types of bargaining may vary (for example, interest-based versus proposal-based), one of the key parts of all bargaining is the identification of the issues to be brought forward in the process. At the last CBC Branch Presidents Council or CBC Branch Convention prior to the anticipated start of bargaining, a discussion should be held to identify and discuss potential bargaining issues. These issues can then be utilized to form the basis for a membership bargaining survey. Once the survey has been written, Location Units should hold Location Meetings to identify bargaining issues, using the survey as a guideline for discussion. In addition, the Location Executive Units should canvas their memberships in various work areas, classifications, etc. to gather any additional issues and concerns.

A "Bargaining 101" primer document should be prepared and made available to members, prior to the start of bargaining to enable and encourage a better understanding of the bargaining process. In addition, an information session based on this document should be held at the last CBC Branch Presidents Council or CBC Branch Convention prior to the anticipated start of bargaining to provide activists an opportunity to further explore the bargaining process.

A deadline for submission of bargaining issues should be established and clearly publicized.



#### ***4.c. Bargaining Committee Selection***

The Bargaining Committee will be selected in accordance with the CMG and CBC Branch Bylaws. Upon appointment to the Committee, members will be provided with CMG and CBC Branch Bylaws as well as this policy and asked to become familiar with all sections relating to bargaining.

#### ***4.d. Communications During Bargaining***

A poster identifying the members of the Bargaining Committee, their pictures, the deadline for submission of issues, and a common email address for issue submission (e.g. [cbcbargaining@cmg.ca](mailto:cbcbargaining@cmg.ca)) should be developed and posted in all locations, as well as on the CMG website.

Prior to establishing the final list of issues to be discussed in bargaining, the Bargaining Committee will consult with the Branch Executive Council and the Presidents Council. After this consultation, the Bargaining Committee will consider all input and devise a final list of bargaining issues to be brought forward. While it is recognized that the Bargaining Committee has the ultimate responsibility to determine its priorities, it will share the final list with the Branch Executive and the Presidents Council.

Throughout bargaining, the Bargaining Committee has the right, and is encouraged, to consult with various groups of members as required. Although this could result from any number of scenarios during discussions, such consultation might be especially relevant in dealing with issues identified by the employer where prior member and executive consultation has not taken place.

When a definable group is affected by potential changes in their working conditions, those employees must be informed and consulted in advance of the conclusion of bargaining. In this event, every effort should be made to ensure that the consultation is held with a sufficiently large and diverse subgroup to provide the necessary feedback, in order to enable the bargaining committee to gauge the potential impact of the change as accurately as possible.

#### *4.e. Tentative Deal*

Once a tentative deal is reached, the Bargaining Committee should meet with the Presidents Council and the Branch Executive Council to explain the changes prior to the development and publication of the ratification package. It should be noted that these discussions must be confidential in nature, since it is the responsibility of the Bargaining Committee to explain the deal to the membership, and that an integral part of that explanation is through use of the ratification package. However, it is recognized that Presidents and Branch Executive members will likely field member questions once ratification meetings start, and at this time there should be discussion and preparation for questions which may arise.

The feedback from the Presidents Council and the Branch Executive Council will help anticipate questions and concerns to be addressed in the ratification package. To assist with developing this package, a CMG staff communications person should be part of these discussions and help in the actual compilation of the package. In addition to the actual proposed language changes, the ratification package should also include a report from the Bargaining Committee explaining the context and expected impact of those changes.

#### ***4.f. Ratification***

The final ratification package will be made available on the CMG website. Members will be notified by means of a communique of its availability, along with the dates of ratification meetings as well as the voting process and dates.

The bargaining committee will coordinate the scheduling of ratification meetings with the locations. Meeting will be held by a combination of conference calls and in-person meetings, where such meetings are practical. When held in-person, Locations Executives will be responsible for setting up the meetings in consultation with the Bargaining Committee representatives who will be attending.

An on-demand web video should be made available to explain the changes. It should be similar in format and content to the presentation that would be made at an in-person ratification meeting, to provide an alternative for those unable to attend in person, due to location, scheduling issues, etc.

A minimum of seven (7) days should pass from the conclusion of the last ratification meeting to the start of voting. Voting on the final day should continue till at least 8 PM Eastern time.

## ***Policy 5: CMG - CBC Branch Communications Policy***

### ***5.a. Preamble: CBC Branch Communications***

Providing accurate and consistent information to branch members and others is of utmost importance.

Branch business is defined in Article 8 of the CMG Bylaws which directs that Branch business is the responsibility of the BEC and that the President is responsible for supervising the affairs of the Branch.

***This policy was approved by a majority vote of the CBC Branch Executive Council of CMG October 21, 2016***

***5.b. Process***

BEC Communications: All communiques or other communications (including website postings) regarding CBC Branch business to be sent from the national office on behalf of CBC Branch Executive Council members require the knowledge and consent of the Branch President (or delegate). Wherever possible the Branch President shall consult with the other members of the Branch Executive Council prior to any such communique.