

Canadian Media Guild
CBC Branch Executive Council
Branch Policy Manual
Revised February 2013

Table of Contents

1. Financial Matters

- a. Preamble: Control of Financial Matters for Branch Expenditures**
- b. Budget**
- c. Extra Budgetary Expenditures**
- d. Compassionate Assistance to Branch Members**
- e. Equipment and Tools for Executive Members**
- f. Gifts to individuals**

2. Duties and Responsibilities of Branch Executive Members

- a. Preamble: Duties of BEC Members**
- b. Regional Director (Atlantic, Ontario, Prairies, BC, North)**
- c. Director of Diversity and Human Rights**
- d. Director of Education and Mobilization**
- e. Director of New Members/Youth/Temporary Employees**
- f. Director of Online and Emerging Platforms**
- g. Director of SRC East**
- h. Director of SRC West**
- i. Director of Location Units Under 50 Members (“Small Locations Director”)**
- j. Director of Toronto**

3. Committee Selection

- a. Preamble: Committees of the CBC Branch of CMG**
- b. Process**
- c. Selection**
- d. Role of Staff Representative**
- e. Cost and accountability**
- f. Dereliction of Duties**

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, Treasurer, the Secretary and one other member 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, the Treasurer and the Secretary.

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, Secretary, and 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 Education and Mobilization” adopted May 26, 2010

“Director of New Members/Youth/Temporary Employees” adopted May 26, 2010

“Director of Online and Emerging Platforms” adopted May 26, 2010

*“Director of SRC East” **most recently modified and approved February 22, 2013***

*“Director of SRC West” **most recently modified and approved February 22, 2013***

“Director of Location Units Under 50 members” adopted May 26, 2010

“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 Education and Mobilization

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.

Definition

The Director of Education/Mobilization represents members from across Canada.

Role

The Director of Education/Mobilization provides help and direction for locations in need of Education/Mobilization tools. The Director also has the responsibility to organize Education/Mobilization campaigns as needed by the CBC Branch.

The Director shall chair an Education/Mobilization Committee made up of members from across Canada to help and support the director.

The Director is responsible for providing reports to the Branch Executive Council on at least a quarterly basis. This report typically includes updates, 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 Director is responsible for submitting an annual budget for his/her planned activities for the upcoming year, in a timely manner as required by the Branch. The budget is to be as accurate and as detailed as possible.

2.e. Director of New Members/Youth/Temporary Employees

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.

12.6

At the time of the election, the candidate for Director of New Members/Youth/Temporary Employees shall either have been employed by the Corporation for less than three years or be under 35 years of age.

18.1

The CBC Branch through its New Members program encourages Location Unit Executives to supply new members, within one month of their employment, with an orientation kit containing at least the following:

- a) Web direct references to the CBC Branch and CMG bylaws,
- b) A copy of the CBC Collective Agreement,
- c) A CMG membership card,
- d) CWA/TNG, CWA/SCA Canada, CMG and CBC Branch information material.

Role

The role of the "Director of New Members/Youth/Temporary Employees" is to facilitate discussions among new members, youth and temporary employees, to identify areas of

concern unique to this constituency and to ensure that it has a voice at the Branch Executive Council. For this purpose, “New Members” are those who have been employed by the Corporation for less than 3 years, and “Youth” are those members under 35 years of age. These discussions may involve not only issues concerning these members and the employer but also any concerns they may have with the CMG (e.g. funding, voting rights, etc.).

These discussions may take various forms: email, conference call, and face-to-face meetings in conjunction with Presidents Council meetings and Conventions. Because of the expense of face-to-face meetings for representatives from such a wide geographic area, email and conference calls will be the more frequent forums for regular discussions.

The Director is also responsible for providing reports to the Branch Executive Council on at least a quarterly basis. This report typically includes 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 “New Members/Youth/Temporary Employees” 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 group.

The Director is responsible for submitting an annual budget for his/her planned activities for the upcoming year, in a timely manner as required by the Branch. The budget is to be as accurate and as detailed as possible.

2.f. Director of Online and Emerging Technologies

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 "Director of Online and Emerging Technologies" is to facilitate discussions among members working online and on emerging platforms. This largely includes members working in areas other than conventional radio and television. The Director of Online and Emerging Technologies identifies areas of concern unique to this constituency and ensures that it has a voice at the Branch Executive Council. These discussions may involve not only issues concerning these members and the employer but also any concerns they may have with the CMG.

These discussions may take various forms: email, conference call, and face-to-face meetings in conjunction with Presidents Council meetings and Conventions. Because of the expense of face-to-face meetings for representatives from such a wide geographic area, email and conference calls will be the more frequent forums for regular discussions.

The Director is also responsible for providing reports to the Branch Executive Council on at least a quarterly basis. This report typically includes 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 delegates who work online and on emerging platforms. 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 group.

The Director is responsible for submitting an annual budget for his/her planned activities for the upcoming year, in a timely manner as required by the Branch. The budget is to be as accurate and as detailed as possible.

2.g Director of SRC East

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 Directors of the SRC West and East are members of the SRC National Joint Committee.

Definition

The Director of SRC East represents SRC members in Canada east of the Manitoba-Ontario border.

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 East 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 East 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.h Director of SRC West

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 Directors of the SRC West and East are members of the SRC National Joint Committee.

Definition

The Director of SRC West represents SRC members in Canada west of the Ontario-Manitoba border.

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 West 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 West 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.i. Director of Locations Under 50 Members (“Small Locations Director”)

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 “Director of Locations Under 50 Members” is to facilitate discussions between small locations across the country, to identify areas of concern unique to small locations, and to ensure that small locations have a voice at the Branch Executive Council. These discussions may involve not only issues concerning the Locations and the employer but also any concerns the Locations may have with the CMG (e.g. Location funding, voting rights, etc.).

These discussions may take various forms: email, conference call, and face-to-face meetings in conjunction with Presidents Council meetings and Conventions. Because of the expense of face-to-face meetings for representatives from such a wide geographic area, email and conference calls will be the more frequent forums for regular discussions.

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 “Small Locations” 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 group.

The Director is responsible for submitting an annual budget for his/her planned activities for the upcoming year, in a timely manner as required by the Branch. The budget is to be as accurate and as detailed as possible. It is anticipated that a significant portion of the budget, when funding is available, will be for “Small Locations” meetings.

2.j. 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.

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

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 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 to cbcbec@cmg.ca.

Submitted applications will be compiled by the Branch Secretary 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 note 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.

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

Cost

All committees must submit a budget proposal, if funding is required, to the BEC 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.

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