

# DELEGATE’S HANDBOOK

**FOR YOU TO KNOW:**

- What happens at Convention? 1
- Who goes to Convention? 1
- What is a resolution? 1
- How to submit a resolution? 2
- Resolutions Committee, who and what is that? 2
- Why are there microphones Marked “pro” and “con”? 2
- What is the purpose of the neutral microphone? 3
- What are these Rules of Order? 3
- Is there any way to end the debate? 3
- What should I say if I want to speak on a particular resolution? 4
- As a Delegate, what are my Obligations while at Convention? 4
- Who pays for my expenses While at Convention? 4
- What else should I know? 5
- Example of a resolution 5
- Rules of Order 6

## Welcome to the CMG National Biennial Convention!

OUR UNION  
**OUR VOICE**



NOTRE SYNDICAT  
**NOTRE VOIX**

**What happens at Convention?**

At the National Convention, members receive reports of the National Executive Committee, debate resolutions and direct the work of the union. CMG activists get to work together, to learn from each other, to foster solidarity across bargaining unit lines and develop the CMG’s course of action.

**Article 13.1 of the CMG Bylaws details the business done at convention**

**Who goes to Convention?**

Delegates to convention are either members of the National Executive Committee or the Branch Executive Councils and Location Presidents as well as locally elected delegates. (see Bylaw 13.4 of the CMG Bylaws).

The National Executive Committee is responsible for organizing the convention. It is the National Executive Committee that is responsible for ensuring that all the timelines are met, that there is a properly constituted Convention Resolutions Committee, and that the Convention runs in an orderly fashion (see Bylaw 13.2 of the CMG Bylaws).

---

## Resolutions

**What is a resolution and how are they structured?**

A resolution is a statement about an issue; it provides information on an issue and a course of action or a solution. A resolution is a way that a member, and the convention, can provide direction to our union.



Canadian Media Guild  
La Guilde canadienne des médias  
CWA/SCA CANADA



*“The Resolutions Committee will be called to introduce each resolution they are presenting, they will determine the order of the resolutions for debate, and advise the delegates of any necessary additional information.”*

## How to submit a resolution

To submit a resolution it must be written in the appropriate format and submitted and seconded by members in good standing. Usually the first part of the resolution (the ‘whereas’) describes the problem or the justification for the proposed solution or course of action. The second part, or motion (the ‘be it resolved’) offers a solution to the problem or a course of action.

Although policy resolutions can be submitted anytime up to and including convention we encourage advance submission of resolutions so that they can be vetted through the resolutions committee (see Article 13.2 c of the CMG Bylaws).

The Resolutions Committee will also determine the order in which late resolutions are debated.

For resolutions received less than 60 days prior to Convention they will be debated if time permits and only after all business listed on the Convention agenda has been dealt with.

## Resolutions Committee who and what is that?

The Resolutions Committee is tasked by the NEC to review resolutions to ensure that they clearly articulate the intended objective, and to seek additional information from the submitting members as necessary.

The Resolutions Committee will be called to introduce each resolution they are

presenting, they will determine the order of the resolutions for debate, and advise the delegates of any necessary additional information.

Once a resolution is moved and seconded, the floor will be open for debate by the delegates.

The Chair of the Resolutions Committee will respond to any

questions from convention delegates.

In order for most resolutions to pass a simple majority vote is required, in the case of resolutions that seek to amend the bylaws a two-thirds majority vote is required.

## Why are there microphones marked “pro” and “con” on the floor?

The Chair of the Convention is tasked with ensuring that the debate is even handed so knowing if people are speaking in favour of or against a particular resolution

assists them in doing that job.

For delegates who wish to speak in favour of a motion they would line up at the “pro” microphone.

For those delegates who wish to speak against a motion they would line up at the “con” microphone.



## What is the purpose of the neutral microphone?

The “neutral” microphone is to allow people to get up and either ask questions or challenge the process or “a point of order” or raise a “point of privilege”.

A point of order would be where the Chairperson failed to adhere to the Rules of Order that will be

adopted at the beginning of convention. So, for example, if there is debate on a resolution and the Chairperson forgets to call for the vote or if the Chairperson calls a vote and the delegates disagree with the result.

A point of privilege, is when a delegate gets up

and asks for the privilege of addressing the delegates on a particular issue such as if there are problems with their translation devices, translation services, accessibility issues or matters of safety.



## What are these Rules of Order?

The Rules of Order are used by the Chairperson to ensure that the convention is conducted fairly for all delegates. CMG uses Robert’s Rules of Order and you will see that we have an **abbreviated Rules of Order** attached to this Handbook.

The Rules of Order will be adopted at the beginning of convention and will apply to all delegates.

It is the Rules of Order that establishes a limited time to speak on the resolutions (3 minutes), the information delegates should share when

delegates rise to speak on a resolution -their name, Branch, location, and elected capacity if appropriate, and provides the Chair with the authority to make final rulings related to convention proceedings.

## Is there a way to end the debate?

It is the Chairperson’s responsibility to ensure a balanced debate and rotation between the “for” microphone and the “against” microphone in that order.

In the event that debate on an issue continues for an extended period of time, any delegate who has not spoken to the motion may call “the previous question” or “call the question” with the intention to end the

debate of the motion and move to a vote. This motion requires a seconder and then the Chair will have delegates vote on whether they want the debate to end. If adopted, the debate will end and the motion itself will be voted on. This procedural motion requires a two-thirds majority of voting delegates.



Canadian Media Guild  
La Guilde canadienne des médias  
CWA/SCA CANADA



## What should I say if I want to speak on a particular resolution?

Remember to identify yourself and to tell the chair your branch and location. If you are speaking in favour of the resolution line up at the “for” microphone and if you are speaking against a resolution line up at the “con” microphone.

Be clear about what it is you want to say on the issue. Take the time to organize what you want to say and plan the flow of your comments. Feel free to adjust the height of the microphone so you are speaking into the mic.

**Be mindful of the time and remember you are limited to making your point in three minutes or less, to ensure everyone has equal opportunity and time to speak on an issue.**



## As a Delegate what are my obligations while at Convention?

As a convention delegate, our union is counting on your full participation in the process so you are essentially working for the union this weekend.

Please be on the convention floor for the scheduled agenda hours and attend any scheduled afterhours events if possible.

## Who pays for my expenses while at Convention?

As a delegate to convention, our union pays your expenses related to your participation.

CMG pays your receipted transportation to and from convention (mileage, cabs, subway, bus fare, trains fare, or airfare as required), costs for your hotel room (as necessary), expenses for meals (at the CMG established meal rates). A reminder you cannot expense meals that are

provided. Other additional incidental expenses may be considered if appropriate.

If you had to book off of work in order to participate at convention CMG will ensure salary continuance.

You will be provided an expense claim at convention, please attach receipts and submit as soon as possible afterwards. Receipts for ground transportation,

parking and other out of pocket expenses are required to support your expense claim.

If you have questions about your expense claims, please contact Deb Hong, CMG Administrative Coordinator, at [deb@cmg.ca](mailto:deb@cmg.ca).



Canadian Media Guild  
La Guilde canadienne des médias  
CWA/SCA CANADA



## What else should I know about Convention?

Convention happens every two years and it is a forum wherein CMG members from across the country and across bargaining unit lines come together to work, plan, and develop our union's plans. Many serious discussions will take place and there may

not always be consensus, however, it is a forum to foster organizational unity and worker solidarity.

Through membership democracy, as a delegate you have the opportunity to determine what CMG will focus our efforts on.

It is also a place to meet fellow members and to learn from one another.

Have fun, talk to people you have never met before and remember that CMG is our union.



## Example of Resolution

Whereas the Canadian Journalists for Freedom of Expression (CJFE) is a non-partisan, non-profit media advocacy organization funded by donations, and staffed largely by volunteers,

Whereas the CJFE is Canada's leading advocate for free expression, press freedom and the rights of journalists to work in safety, at home and abroad

Whereas the CJFE has been a leading voice in fighting legislation that threatens individual privacy, to guarantee better access to information (from governments), and for the right of journalists to protect their sources, among other issues.

***Be it resolved that the CMG pass a motion of support of the Canadian Journalists for Freedom of Expression in appreciation of its positive impact on journalism and the media.***



Canadian Media Guild  
La Guilde canadienne des médias  
CWA/SCA CANADA



**Canadian Media Guild**  
311 Adelaide Street East  
Suite 101  
Toronto, ON M5A 1N5

**Phone** 416 591-5333  
**Toll Free** 800 465-4149  
**E-mail** [info@cmg.ca](mailto:info@cmg.ca)

**Website:** [www.cmg.ca](http://www.cmg.ca)

## Rules of Order

1. The Chairperson of the meeting will keep order and will preside at all sessions.
2. Hours of sitting will be determined by the agenda adopted by the Convention delegates.
3. Delegates wishing to speak will proceed to one of the microphones provided for that purpose. If a delegate wishes to speak in favour of a resolution s/he will speak from the “pro” microphone and if the delegate wishes to speak against a motions/he will speak from the “con” microphone.
4. Speaking will be limited to three minutes.
5. **A delegate may not speak more than once upon a resolution until such time as all who wish to have had an opportunity to do so.**
6. Delegates will not interrupt another speaker, except to rise on a point of order or a question of privilege and will do so at the neutral microphone.
7. Rulings of the Chairperson will be final and not subject to debate.
8. Any delegate may challenge a decision of the Chair, if there is a seconder. Immediately and without debate, except that the challenging delegate and the Chair may respectively give their reasons for the challenge and the decision, the Chair will ask the question “Shall the decision of the Chair be sustained?”
9. The Resolutions committee determines the order in which the resolutions will be debated.
10. All resolutions require a mover and a seconder, but those which have been received in advance and reviewed by the Resolutions Committee shall be taken as moved and seconded prior to the Convention.
11. All Bylaw Amendments before this Convention require a two-thirds majority to pass.
12. All other resolutions-excluding By-Law Amendments-require a simple majority.
13. Delegates, observers and staff may speak to any resolution, however, only delegates may vote using the paddles provided.
14. The Chair will order a standing vote if the results of a vote is unclear or inconclusive. A delegate can request a standing vote if s/he questions the results as announced by the Chair. The Chair would then call for a standing count.

