

DELEGATE’S HANDBOOK

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Welcome to the 2021 CMG Virtual Convention!



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.



“The Chair of the convention will introduce each resolution for debate, in the order resolutions have been submitted.”

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.

This year’s shorter virtual convention will consist of online meetings over two days and in order to facilitate this virtual gathering, the CMG has had to adapt many of its normal processes.

Policy resolutions were submitted before the noted deadline of April 12, 2021, however delegates will be able to submit resolutions from the floor

on the two convention days.

Any not dealt with for time reasons will be forwarded to the appropriate executive committee afterward.

Resolutions – the process

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 Chair of the convention will introduce each resolution for debate, in the order in

which resolutions were submitted.

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

The Chair of the convention 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.

The 2021 CMG Virtual Convention

This VIRTUAL event has been scheduled to provide the membership with the opportunity to deal with urgent issues that can only be dealt with at Convention such as setting the budget for the

cycle and Bylaw changes. Given the virtual format, the event will not be as dynamic or interactive as a regular CMG Convention.

Issues that we cannot deal with here will be

referred to the appropriate body for action – be it the NEC or the BEC.



One line up for speakers

On the platform we are using for the 2021 CMG Virtual Convention, there is only one line up for speakers, so delegates with a point of order will need to press the ">>" *go faster button*, and those with a question of privilege will need to press the "<<" *go slower button* on the reactions menu, in order

to be recognized by the Chair. Delegates experiencing technical problems with the platform or having questions regarding the convention are to seek technical assistance from the identified resource by writing their question in the "question" (chat) box for this purpose rather

than asking their question at the microphone. Alternatively, **members can also telephone 416-694-3917 for technical assistance** from The Monarch Park Group who is our platform expert. For issues where CMG can provide support, assistance will be available by email at Sara@cmg.ca.



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 Virtual Rules of Order** on the last page of 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.

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.



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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. Delegates will use the camera function on their computer or phone when they are addressing the Convention floor.

On the platform, there is only one line up for speakers so

there will not be a pro and a con microphone. The Chair will have the authority to “test” the views of those in the line up to ensure a balanced debate.

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.

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 Friday and Saturday.

Please be online for the scheduled agenda hours.

Who pays for my expenses while at Convention?

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

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

For this Virtual Convention, you will be eligible for a \$25 allowance for a meal break at 2:00 p.m. ET – 2:30 p.m. ET both Convention days.



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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.



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.



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These Virtual Rules of Order have been discussed and agreed to by the NEC for use at this Convention.

Virtual Rules of Order

1. The President or her designate will take the chair at the time specified 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 the microphone provided on the Convention platform for that purpose. When recognized by the Chair, the delegate will provide their name, their Branch and Location, state the purpose for which they rise, and confine their remarks to the question at issue.

Delegates will use the camera function on their computer or phone when they are addressing the Convention floor.

On the platform, there is only one line up for speakers so **there will not be a pro and a con microphone**. The Chair will have the authority to “test” the views of those in the line up to ensure a balanced debate.

4. Speeches will be limited to three minutes.
5. A delegate may not speak more than once upon a resolution until all who wish to speak have had an opportunity to do so.
6. A delegate will not interrupt another speaker, except to rise on a point of order or a question of privilege.

On the platform there is only one line up for speakers, so delegates with a point of order will need to press the ">>" *go faster button*, and those with a question of privilege will need to press the "<<" *go slower button* on the reactions menu, in order to be recognized by the Chair.

Delegates experiencing technical problems with the platform or having questions regarding the convention are to seek technical assistance from the identified resource by writing their question in the “question” (chat) box for this purpose rather than asking their question at the microphone. Alternatively, members can also telephone 416-694-3917 for technical assistance from The Monarch Park Group who is our platform expert. For issues where CMG can provide support, assistance will be available by email at Sara@cmg.ca.

7. Rulings of the Chair will be final and not subject to debate.
8. Any delegate may challenge a decision of the Chair, given 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. Following the challenge, the Chair will put the question: “Will the Chair be sustained?” The Chair will not have to accept a challenge if it is on a fact or a point of law.

At the request of the Chair, a delegate called to Order will remain muted on the Convention platform until the point of order has been decided.



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9. The resolutions committee determines the order in which resolutions are debated.
10. Late resolutions may be moved from the floor provided they are not Bylaw amendments. During Convention, any new resolutions from the floor can be submitted to the Resolutions Committee at Resolutions@cmg.ca. Resolutions can only be submitted (moved and seconded) by Convention delegates.

Late resolutions that are, in the opinion of the Chair, of an emergency nature will be debatable at any time.

Late resolutions submitted at Convention will be considered by the appropriate body (the NEC or BEC) following Convention.

11. All Bylaw amendments require a 2/3s majority to pass.
12. All other resolutions – excluding Bylaw amendments – require a simple majority.
13. Delegates, observers, and staff may speak to a resolution, however, only delegates have the right to vote on Convention business (this will be monitored).
14. When the “previous question” is moved and seconded, no further discussion is permitted on the main motion or amendment to the main motion. The Chair must immediately ask: “shall the question be now put?”, and if a 2/3s majority vote “that the question be now put”, the motion or the amendment shall be put to a vote without debate. If the motion or amendment is not adopted by a 2/3s vote, discussion will continue on the motion or amendment.

If the previous question has not been adopted, it cannot be put for a second time unless at least 3 additional speakers have had the opportunity to do so.

The previous question cannot be proposed by a delegate who has spoken on the motion or amendment.

15. None but accredited delegates of the Canadian Media Guild, observers, authorized members of staff, invited guests will be permitted on the Convention platform during sessions. All delegates must be registered on the Convention platform.
16. The chat and messaging function on the convention platform will be limited to technical assistance for delegates during resolution debate.

