



65<sup>th</sup> CSN Convention  
Montreal – 2017

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# GENERAL PROCEDURES

**Welcome to the 65<sup>th</sup>  
Convention of the CSN!  
This document summarizes  
general procedures for  
this event, one of the most  
important in the  
democratic life of our union.**

**If you are familiar with  
CSN conventions, reading  
this will probably bring to  
mind many points you may  
already know. If this  
is your first CSN convention,  
it should provide you with  
useful information that will  
introduce you to procedures  
and help you keep better  
track of what we will be doing  
all week long.**

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This document provides an overview of general procedures for the 65<sup>th</sup> Convention in plain language. But it does not replace the CSN's Constitution and By-laws, its Rules of Order and the policies adopted by the movement on various topics. In fact, we will refer to the relevant articles of these various tools when pertinent. Keep in mind that with a view to making the CSN convention a model environmentally responsible event, paper copies of the Constitution and By-laws and the Rules of Order are available from a shared library in the plenary hall, and electronic formats of the documents from the 65<sup>th</sup> Convention web site.

If you have questions about what happens when at the convention, please turn to the people who have agreed to be "delegate assistants" all week long: they will be able to answer your questions. You can spot them easily thanks to their armbands.

# CONVENTION PARTICIPATION AND IDENTIFICATION

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## ALL THE PEOPLE YOU ENCOUNTER THIS WEEK WILL WEAR AN ID BADGE.

The colour of the badge gives participants certain rights. Make sure you wear your badge at all times. Without it, you cannot enter the plenary hall, your workshop or the place where the solidarity evening will be held on Thursday.

People wearing white badges are official delegates. They have speaking and voting rights.

People wearing yellow badges are fraternal delegates. They have speaking rights but not voting rights.

CSN staffpersons wear salmon or red badges. They too have speaking rights but not voting rights.

Other convention delegates that you encounter are participating in the 65<sup>th</sup> Convention with neither speaking nor voting rights. They are delegates from unions that are conditional (turquoise), guests (fluorescent purple), retired CSN staffpersons (pink), members of CSN committees (ivory), visitors (light green), strikers (dark green), journalists (goldenrod) and members of the technical team (mauve badges).

The union name is indicated on the delegate's badge and should match the name declared when registering.

## DUPLICATE BADGES

If you lose or misplace your badge, you can get a duplicate by going to the registration room (516a). To do so, you have to prove your identity. Once the duplicate is issued, it replaces your original badge or any previous duplicate. It is therefore your only valid ID document.

A list of numbered duplicate badges issued is attached to the Credential Committee's reports.

## QUORUM

The quorum required for convention proceedings is 25% of all duly registered and accredited official delegates. This means that if the quorum is called (a request to verify that the quorum is met), the number of official delegates in the plenary hall must correspond to at least 25% of the total number of official delegates as established by the adoption of the most recent report from the Credentials Committee.

## DELEGATIONS

### (ARTICLES 18 AND 19 OF THE CONSTITUTION AND BY-LAWS)

Each affiliated organization is entitled to the following number of official delegates:

**FEDERATION:** 3 delegates;

**CENTRAL COUNCIL:** 3 delegates;

**UNION:** a minimum of one delegate. Unions with 150 members are entitled to two delegates. If they have 350 members, they are entitled to three delegates. They are entitled to one additional delegate for each additional 200 members.

This number is based on the union's average membership calculated in accordance with the CSN's Constitution and By-laws. The special situation of certain unions is taken into account in this calculation.

Members of the CSN Executive Committee are *ex officio* delegates to the CSN convention.

## OFFICIAL DELEGATES

### (ARTICLE 21 OF THE CONSTITUTION AND BY-LAWS)

Each official delegate must either:

- A)** Be a dues-paying member of a union in good standing with the CSN and have an employment relationship with the employer covered by the union's certification;
- B)** Have been chosen to be a delegate by a federation or central council;
- C)** Be a member of the Executive Committee of the CSN.

Please note that the Confederal Bureau held in February 2017 established the method to determine the delegation for unions in the health and social services sector affected by *Loi 30*.

## FRATERNAL DELEGATES

Affiliated organizations may choose to delegate more members to the CSN convention. Once they have their full number of official delegates, however, any additional delegates are considered to be fraternal. They have speaking rights but not voting rights.

## CONDITIONAL DELEGATES

### (ARTICLES 21.04 AND 26 OF THE CONSTITUTION AND BY-LAWS)

Affiliated organizations that owe per capita dues or other fees receive conditional credentials. Their delegates attend the convention with this status until their situation is resolved.

## THE CREDENTIALS COMMITTEE

### (ARTICLE 26 OF THE CONSTITUTION AND BY-LAWS)

A Credentials Committee is established to ensure a rigorous process for recognizing delegates and issuing credentials in accordance with the CSN's Constitution and By-laws. This committee must ensure that the rules on delegates from affiliated organizations are followed and issue credentials to these delegates.

The Credentials Committee meets several times before the start of the convention and continues to meet until the close of official registration. The reports it prepares after carefully examining the credentials and status of each organization are submitted to the convention for adoption.

## REPORTS FROM THE CREDENTIALS COMMITTEE

At the start of the first regular session of the convention, the Credentials Committee makes a two-part report: the first contains the names of delegates whose credentials are free from irregularities and the names of the organizations they represent; the second contains the names of organizations and delegates whose credentials seem to involve irregularities.

The convention disposes of the first part of the Credentials Committee's report and sends the second part back for examination and consultation with the interested parties.

At the start of each subsequent regular session of the convention, the Credentials Committee presents another report on cases that have been sorted out, and so on until its final report at the start of the plenary session on Wednesday morning.

# OFFICIAL REGISTRATION

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## OFFICIAL REGISTRATION CLOSES ON TUESDAY, JUNE 6, 2017 AT 6:30 P.M.

Anyone registering after this time will be registered as a visitor.

If you plan to make a change in your delegation, you must do so before 6:30 p.m. on June 6, 2017. The delegate being replaced will have to turn in their badge and documents to the registration room before leaving so that the document bag can be given to the replacement delegate.

## REGISTRATION FEES

### (ARTICLE 21.07 OF THE CONSTITUTION AND BY-LAWS)

Convention registration fees for official and fraternal delegates have been set by the Confederal Bureau and are as follows:

**OFFICIAL DELEGATES: \$90**

(General registration fee, including the document bag).

**FRATERNAL DELEGATES: \$90**

(General registration fee, including the document bag).

**COMMITTEE MEMBERS: \$90**

(General registration fee, including the document bag).

**VISITORS:** No registration fee. Visitors can purchase the document bag for \$90.

**PENSIONERS AND GUESTS:** The documents bag and documents will not be distributed to pensioners and guests. Only documents authorized by the Executive Committee will be distributed to them.

**LOST DOCUMENT BAGS**

If a document bag is lost, another can be purchased for \$40, providing that there are still some available.

**ASSISTANCE TO UNIONS**

To ensure the broadest possible participation, the CSN provides assistance to unions with 70 or fewer members as well as to unions that have affiliated with it since the 64<sup>th</sup> Convention. This assistance is provided in accordance with the policies and rules it has adopted.

To be eligible for financial assistance, unions must fill out and return the form *Assistance aux syndicats* (Assistance for unions) along with their credentials by the deadlines set out in Article 21.06 of the CSN’s Constitution and By-laws, attaching all the documents indicated on the form.

# RESOLUTIONS

**THE RESOLUTION PROCESS**

In the fall of 2016, the Executive Committee of the CSN launched a consultation on the theme of “Towards the 65<sup>th</sup> Convention of the CSN”. Several hundred affiliated organizations took part in it.

Based on what has been retained, the Executive Committee has drafted a manifesto and action plan to support the guidelines of the manifesto.

The resolutions arising from this process were submitted to the Pre-convention Committee, composed of representatives of the central councils and federations as well as the members of the CSN’s Executive Committee. The Pre-convention Committee examined and debated the resolutions, with the power to amend or reject them or even add to them. These will be presented during a round of meetings in May.

The resolutions from the Executive Committee will be examined in workshops during the convention.

On the first morning of workshops, you will participate in theme workshops related to the themes of the consultation.

On the second day of workshops, resolutions will be dealt with in regular workshops, where official delegates will adopt them as presented, amend them or reject them. The results of this work will be sent to the Workshop Resolutions Committee.

**WORKSHOP RESOLUTIONS COMMITTEE**

This committee is composed of three people without voting rights. Their task is to prepare and present a report on the work done in the workshops.

This report gives:

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The resolution submitted to the workshops.

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What each workshop did with it (adopted, rejected, amended, not addressed, etc.).

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The Workshop Resolutions Committee’s recommendation.

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The amendments submitted to the convention by workshops.

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New resolutions.

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All the resolutions and all the amendments adopted by a workshop are brought back to the plenary session. The Workshop Resolutions Committee presents its report to the convention and makes its recommendations.

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**If there is no amendment from a workshop, there is no debate and the resolution is put to a vote.**

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**If an amendment or amendments from workshops are accepted by the Workshop Resolutions Committee, they are considered to be part of the resolution. There is no debate in the plenary session and the resolution is put to a vote.**

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**If no amendment from a workshop is accepted by the Workshop Resolutions Committee, a delegate can introduce an amendment, but it must have been adopted by at least one workshop.**

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The Workshop Resolutions Committee can reword amendments with the same meaning and combine them into one. It can also incorporate an amendment into the main resolution, thus submitting a new main resolution to the convention, when:

- A)** The amendment only adds to or clarifies the main resolution without changing its meaning;
- B)** A majority of workshops have debated the matter.

The Workshop Resolutions Committee may also take an amendment to a main resolution adopted by a workshop and introduce it as an amendment to another main resolution or as a new resolution.

The main resolutions are brought back to the plenary session of the convention. There is no discussion on the main resolutions unless an amendment is moved, and the amendments must come from the Workshop Resolutions Committee's report.

Once an amendment is moved, the rules of order apply.

Thus, the Workshop Resolutions Committee may, on certain conditions, reword amendments. It is therefore possible that the wording voted by your

workshop for an amendment will be modified. Consequently, it is recommended that in wording an amendment, careful attention be paid to expressing the objective clearly.

## **RESOLUTIONS FROM AFFILIATED ORGANIZATIONS**

All resolutions sent in by affiliated organizations by the deadline set in the Constitution and By-laws have been referred to the Pre-convention Committee for recommendations on each. It is the recommendation from the Pre-convention Committee that is submitted to the convention.

## **VOTE BY SECRET BALLOT (ARTICLE 45 OF THE RULES OF ORDER)**

If a vote by secret ballot is necessary at the convention, there will be voting booths in **room 518abc** on Monday and Tuesday, and in **room 516bcde** on Wednesday, Thursday and Friday.

## **MINUTES OF THE CONVENTION (ARTICLE 10 OF THE RULES OF ORDER)**

The minutes of the CSN convention are a summary report on proceedings. Resolutions and votes are recorded, but not speeches or delegates' remarks. A limited number of copies are printed and the minutes are also available in electronic format. Affiliated organizations and official delegates who request them receive a copy. The minutes of the previous convention are adopted without being read out. Any correction to be made is recorded in the minutes of the following convention.

# ELECTIONS TO THE EXECUTIVE COMMITTEE OF THE CSN

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## (ARTICLE 30 OF THE CONSTITUTION AND BY-LAWS AND CHAPTER X OF THE RULES OF ORDER)

The union officers constituting the Executive Committee of the CSN are elected by the CSN Convention. CSN officers may not be elected or re-elected as a group, or “slate”. The election for each position is separate. Election procedures are based on the Election Code of Ethics, which has been expanded to cover content transmitted by new information technologies.

## PRESIDENT AND SECRETARY FOR ELECTIONS (ARTICLE 102 OF THE RULES OF ORDER)

### CHOICE

As stipulated in the Rules of Order, the Confederal Council chose the president and secretary for elections. Gaétan Châteauneuf and Denyse Paradis will act respectively as president and secretary for elections and will provide you with all the information you need during the convention.

### THEIR ROLE

The president and secretary for elections see to the application of and compliance with the rules for elections set out in Article 30 of the CSN’s Constitution and By-laws and Chapter X of the CSN’s Rules of Order. They inform candidates or their representatives of the rules and procedures governing elections.

## CANDIDATE BIO

A person who states his or her intention to run for a particular position on the CSN Executive Committee may have his or her photo and biographical statement sent to affiliated unions, in accordance with the same procedures and deadlines as for amendments to the Constitution and By-laws. The General Secretary is responsible for sending these materials out to all unions; at the same time, each candidate’s bio is posted on the CSN’s web site.

## DECLARATION OF CANDIDACY (ARTICLES 101 AND 102 OF THE RULES OF ORDER)

An official “Declaration of candidacy” is drawn up for delegates who wish to run for one of the positions on the CSN Executive Committee. Each candidate must fill out and sign the form prepared for this purpose by the CSN and have it countersigned by five duly accredited delegates.

Candidates must state explicitly the position for which they are running:

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President

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General secretary

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Treasurer

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First vice-president

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Second vice-president

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Third vice-president

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Candidacies for the various positions are exclusive, meaning that a candidate for one position may not run for another position on the Executive Committee.

Candidates recognize that the legitimacy of an Executive Committee member to represent the members of the CSN satisfactorily depends notably on their genuine employment relationship with the employer covered by the certification of the union to which they belong.<sup>1</sup> Therefore, recording this information on the candidacy form constitutes a solemn declaration that this employment relationship is authentic.

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<sup>1</sup> Candidates whose work (freelance, self-employed or quasi-self-employed, construction, etc.) is such that they cannot identify an employer simply provide the job title, duration of their occupation and the name of the union of which they are a dues-paying member.



This form must be handed in to the General Secretary no later than noon two days before the end of the Convention, i.e., on Wednesday, June 7. Turning it in to the General Convention Secretariat is deemed to be turning it in to the General Secretary.

The General Secretary gives the president for elections the candidacy forms received in accordance with the prescribed conditions and time limits. Only candidates who have duly filled out the Declaration of candidacy form may be formally nominated for election.

## **NOMINATIONS**

**(ARTICLES 103 TO 109 OF THE RULES OF ORDER)**

During the afternoon session two days before the end of the convention, i.e., on Wednesday, June 7, the president for elections proceeds with formal nominations of candidates, after checking the Declaration of candidacy forms given to them by the General Secretary of the CSN.

Candidates are nominated in the following order: president, general secretary, treasurer, first vice-president, second vice-president and third vice-president.

Only one person is needed to nominate a candidate.

All candidates must be official delegates, have duly filled out their Declaration of candidacy forms and be present in the hall or, if absent, have given the president for elections written acceptance of nomination for a specific position.

The president for elections must always ask each candidate whether they agree to stand for election. If the candidate is absent, the procedure in the previous paragraph applies.

Candidates may withdraw at any time up until balloting. They must inform the president for elections in writing.

When all candidates for a given position on the Executive Committee of the CSN have been nominated, the president for elections declares nominations closed for that position.

If only one candidate is nominated and agrees to stand for a given position, the president for elections declares that person elected by acclamation.

If, on the contrary, there is more than one candidate for a given position, a vote is held by secret ballot in accordance with the conditions set out in Chapter X of the Rules of Order.

## **LIST OF CANDIDATES**

The list of candidates for CSN Executive Committee positions is distributed to delegates the day before elections, with brief information about each candidate's status (union background).

## **SPECIAL EDITION OF THE CONVENTION NEWSLETTER**

A special edition of the Convention newsletter gives each candidate for the various CSN Executive Committee positions an opportunity to present brief information about their union background and their reasons for running for elective office. Each candidate is responsible for writing an introductory text that meets the technical conditions and requirements indicated by the president for elections and that is subject to the latter's editorial control.

## **TRANSLATION OF NOMINATION DOCUMENTS**

The official materials presenting candidates (union background, Declaration of candidacy, special edition of the convention newsletter) are translated into English.

## **ELECTION LEAFLETS OR PROMOTIONAL MATERIALS**

Since the CSN itself takes responsibility for presenting candidates before and during the Convention, no leaflets or promotional materials will be tolerated during the convention. If this rule is violated, the president for elections will bring it to the convention's attention.



## ELECTION SPEECHES

To give all candidates equal access to convention delegates, each candidate is entitled to make a three-minute speech to the plenary session of the convention. A period of time for this purpose is scheduled on the day preceding elections for positions on the CSN Executive Committee.

## INFORMATION MEETINGS

At information meetings held by affiliated organizations, the latter must see to it that information about all candidates is distributed, even if the candidates are not all present, so as to be fair to all of them.

## IN THE EVENT OF A VOTE BY SECRET BALLOT (ARTICLES 109 TO 122 OF THE RULES OF ORDER)

**Polling stations with private voting booths will be set up in Room 516bcde on Thursday. The secretary for elections will assign a secretary and a scrutineer for each polling station.**

Each candidate is entitled to one or more official representatives during the vote and counting of the ballots. Each representative must have credentials signed by the candidate. This document is handed in to the secretary for elections.

The secretary for elections has the ballots printed in advance. The ballots, marked CSN and the year of the convention, are of different colours for each of the positions for which there is an election. The names of the candidates for each contested position appear on the ballot for that position.

The secretary for elections has a list prepared in advance with the names of official delegates in alphabetical order, and the list is divided in such a way that the scrutineer in each polling station has roughly the same number of names. Large signs indicating the appropriate letters of the alphabet are posted for each polling station to guide delegates to the appropriate station.

Polling stations will be open from 12:30 p.m. to 3:00 p.m. on the day after nominations, i.e., Thursday, June 8, under the general supervision of the president for elections. Voting is by secret ballot.

Each official delegate admitted to a polling station must wear a clearly visible delegate's badge.

If there is any doubt about the identity of one or more delegates during voting, identification papers may be requested as part of the election procedure.

The polling station secretary initials each ballot before giving it to an official delegate who wishes to vote. Official delegates vote by marking an "X" beside the name of the candidate of their choice. After the ballot is put in the ballot box, which sits in plain sight, the scrutineer crosses the name of the person who has just voted off the list.

Candidates are elected by an absolute majority of ballots cast. Spoiled ballots do not count in the total used to determine the absolute majority. If none of the candidates for a given position obtains an absolute majority in the first round of balloting, the president for elections declares the candidate who received the fewest votes eliminated and proceeds with a second round of balloting. This continues until one of the candidates receives an absolute majority of votes. In the event of a tie when only two candidates are left, the president for elections casts a deciding vote.

As soon as the polling stations close, the polling station secretary and scrutineer count the ballots in the presence of the candidates' representatives who are on site and report the results to the secretary for elections on a form prepared for this purpose.

The secretary for elections compiles the overall results in the presence of the secretaries, scrutineers and candidates' representatives who wish to attend. The secretary checks the compilation and makes an immediate report to the president for elections. The latter informs the candidates' representatives of the results.

## RESULTS OF THE VOTING

At the start of the next session of the convention, the president for elections officially informs the convention of the results of the voting. If no further round of balloting is necessary, the president for elections declares the persons elected. At the close of the Convention, the president for elections swears in the officers chosen to form the Executive Committee of the CSN. The breakdown of votes by candidate for a given position is not disclosed unless it is explicitly requested by the defeated candidate when the president for elections presents the results.

## CHALLENGING AN ELECTION

If an election is challenged, it must be done within 30 days of the end of the convention. Only a defeated candidate may challenge the election for the position for which they ran. The General Secretary of the CSN submits the challenge to the Confederal Bureau. The Confederal Bureau cannot overturn an election but may find that an election is null and void – for example, if a fraternal delegate is elected as an officer of the CSN. If it concludes that an election is void, the Confederal Bureau reports this to the Confederal Council, which proceeds to elect a person to replace the person whose election was declared void.

## SWEARING-IN OF EXECUTIVE COMMITTEE MEMBERS

At the end of the 65<sup>th</sup> Convention, the president for elections will invite delegates to stand and will swear in the members of the Executive Committee, using the following ceremony:

### THE PRESIDENT WILL SAY:

Comrades,

I have the honour of solemnly declaring you elected as members of the Executive Committee of the CSN.

You already know what the rights and duties of your respective positions are, and you are also familiar with the CSN's Statement of Principles and Constitution and By-laws.

Do you promise on your honour to act in accordance with them, to conduct yourself conscientiously in performing your duties at all times and to do everything in your power to remain worthy of the CSN convention's trust in you?

### ONE AFTER THE OTHER, THE MEMBERS OF THE EXECUTIVE COMMITTEE ANSWER ALOUD:

I so promise on my honour.

### THE CONVENTION REPLIES:

We are witnesses thereto.

### THE PRESIDENT FOR ELECTIONS CONCLUDES BY SAYING:

May the workers and the working class help you.

# ELEMENTS FOR A CODE OF ETHICS ON COMMUNICATIONS<sup>2</sup>

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The CSN is a movement that has always been based more on a certain way of being and of doing things than on a list of rules governing in detail how the movement operates.

This applies to both the quality of relations to be established between people in the performance of their work as members and activists and to the respect shown for these people when they become candidates for elective position in the CSN.

Thus, running for office must be part of a process profoundly entrenched in union tradition in which respect for individuals and their ideas and commitment rules out the use of procedures, words, written materials or tactics that would violate the union principles that guide our actions on a daily basis. Personal attacks or remarks or written comments that are hurtful, racist or in poor taste cannot be tolerated at any time, much less during elections in the CSN.

Parliamentary democracy is organized and operates on the basis of parties or indeed factions whose ultimate goal is to crush the adversary. Nothing could be more foreign to labour democracy, whose goal is to persuade and convince so as to develop policies that are supported by the majority, through debates whose quality must constantly be safeguarded.

It is important to always keep in mind that although ideas are expressed and advocated by individuals, all debates, including the election process, remain debates of ideas, not personal clashes. Moving away from this principle would subject our movement to dangers whose devastating effects can be seen elsewhere.

The Information section of the Communications Department of the CSN must seek to ensure that all candidates have the same access to the media. Therefore, the Information section of the Communications Department provides a minimum of support and coordination for their public statements, under

the responsibility of the president for elections. As well, to give all candidates equal access to convention delegates, candidates are entitled to make a three-minute speech on the day preceding elections for the Executive Committee.

Paid advertising in the media or leaflets or promotional election materials would, however, be in contradiction with our practices.

The CSN is an open organization that does not operate in a vacuum. It is not a secret society; in fact, it draws much of its strength and influence from the fact that it is not afraid to raise debates publicly. It would therefore be illusory to imagine that a code of ethics for candidates' relations with the media could be based on prohibitions, such as no participation in radio or TV programmes, no interviews, etc. This is not the way we work.

Candidates should, however, keep in mind that union meetings constitute the prime forum for union action – the place where labour's own democracy is played out fully, where it is expressed in all its dimensions; in this case, the Convention.

Consequently, the same criteria of respect for individuals and contributing to democratic union debate should guide members and activists in relations with the media. It is not possible – or desirable! – to behave in such a way that the media will not take an interest in our debates. However, we must always remember that the CSN's image and people's perception of the movement ultimately depends on each of us. This is all the more true when it comes to elections.

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2. Adopted by the March 1992 meeting of the Confederal Council.

[csn.qc.ca](http://csn.qc.ca)  
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