

GENERAL PROCEDURES

MAINTENANT





Welcome to the 67th 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 remind you of many points you already know.

IF THIS IS YOUR FIRST CSN CONVENTION, it should provide you with useful information, introduce you to the relevant procedures, and help you follow the proceedings throughout the week.

The purpose of this document is to provide an overview, in plain language, of the General Procedures for the 67th CSN Convention.

IT DOES NOT REPLACE the Constitution and By-laws, Rules of Order, and various policies adopted by the CSN. We refer to the relevant articles of these texts where 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 at the table of documents in the plenary hall. Also, electronic versions of these documents can be found on the 67th CSN Convention website.

CONVENTION ATTENDANCE AND IDENTIFICATION

EVERYONE YOU ENCOUNTER THIS WEEK WILL BE WEARING AN ID BADGE.

Different badge colours indicate specific rights. Make sure you wear your badge at all times. Without it, you cannot enter the plenary hall, the workshops, or the Solidarity Evening on Thursday.

Badge Categories:

SPEAKING RIGHTS AND VOTING RIGHTS

- **WHITE:** Official delegates

SPEAKING RIGHTS BUT NO VOTING RIGHTS

- **GREEN:** Fraternal delegates
- **RED:** CSN staff and officials

NEITHER SPEAKING RIGHTS NOR VOTING RIGHTS

- **TURQUOISE:** Delegates from unions whose status is conditional
- **ORANGE:** Guests, including retired CSN staff, speakers, panelists, international guests, and members of certain partner organizations
- **BLUE:** Visitors, including members of CSN committees, CSN's collective tools, and strikers
- **OCHRE:** Media
- **BLACK:** Technical team members

The name of each delegate's union is indicated on their badge, and should match the name given when registering.

DUPLICATE BADGES

If you lose or misplace your badge, you can get a duplicate in the registration room (516). Proof of identity will be required. You can only have a single valid ID document: once a duplicate is issued, it replaces your original badge and any previous duplicate.

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

QUORUM

A quorum of 25% of all duly registered and accredited official delegates is required for convention proceedings. This means that if quorum is called (a request for verification that quorum is met), the number of official delegates in the plenary hall must be at least 25% of the total number of official delegates as listed in the Credentials Committee's most recent report.

DELEGATIONS

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

Affiliated organizations are entitled to the following numbers of official delegates:

FEDERATION: 3 delegates

CENTRAL COUNCIL: 3 delegates

UNION: 1 delegate minimum. Unions with 150 members or more are entitled to two delegates; unions with 350 or more, to three delegates.

For every additional 200 members after that, add another delegate.

The number of delegates is based on the union's average membership, calculated in accordance with the Constitution and By-laws. Special situations are taken into account.

The members of the CSN Executive Committee are delegates ex officio to the convention.

OFFICIAL DELEGATES

(ARTICLE 21 OF THE CONSTITUTION AND BY-LAWS)

Each official delegate must be either:

- a) 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) A delegate named by a federation or central council; or
- c) A member of the Executive Committee of the CSN.



FRATERNAL DELEGATES

Affiliated organizations may send more delegates to the CSN convention than the number of official delegates to which they are entitled. Any additional delegates are considered *fraternal delegates*. They have speaking rights but no voting rights.

CONDITIONAL DELEGATES

(ARTICLES 21.04 OF THE CONSTITUTION AND BY-LAWS)

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

CREDENTIALS COMMITTEE

(ARTICLE 26 OF THE CONSTITUTION AND BY-LAWS)

The Credentials Committee is established to ensure that the process for recognizing delegates and issuing credentials is applied rigorously, in accordance with the Constitution and By-laws. This committee must ensure that the rules regarding 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 that it prepares, following careful examination of the credentials and status of each organization, are submitted to the convention for adoption.

REPORTS FROM THE CREDENTIALS COMMITTEE

(ARTICLES 26 OF THE CONSTITUTION AND BY-LAWS)

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

The convention then disposes of the first part of the Credentials Committee's report and sends the second part back for examination and consultation with the delegates and organizations involved.

At the start of each subsequent regular session of the convention, until its final report at the start of the Wednesday morning plenary session, the Credentials Committee issues a new report on cases that have been settled.

OFFICIAL REGISTRATION

OFFICIAL REGISTRATION CLOSING ON: TUESDAY, MAY 16, AT 6:30 P.M.

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

If you wish to make a change to your delegation, you must do so by 6:30 p.m. on Tuesday, May 16. The delegate being replaced must turn in their badge.

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 documents)

FRATERNAL DELEGATES:

\$90 (general registration fee including documents)

VISITORS, RETIREES, AND GUESTS:

No registration fee

LOST DOCUMENTS

If documents are lost, others can be obtained in the registration room (subject to availability).

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 since the 66th Convention, in accordance with the applicable policies and rules.

PROPOSALS

THE PROCESS

A focus group consultation process was conducted in January and February 2023. Many unions from all affiliated organizations took part.

The proposals arising from this process were submitted to the Pre-Convention Committee, composed of representatives from the central councils and federations as well as the members of the CSN's Executive Committee. The proposals were examined and debated by the Pre-Convention Committee, which had the power to amend, reject, or add to them. They were subsequently presented, by members of the Executive Committee, in a tour last April of central council general meetings in order to inform members prior to the convention.

The proposals submitted by the Executive Committee and affiliated organizations have been referred, within the time limits set out in the Constitution and By-laws, to the Pre-Convention Committee for recommendations. These will be submitted to the convention.

PROPOSALS FROM THE EXECUTIVE COMMITTEE

On Tuesday morning and Wednesday morning, workshops will be held in which delegates will have the opportunity to discuss, delve into, and question matters related to these proposals, and thereby take ownership of them.

The results of these workshop discussions will be sent to the Workshop Resolutions Committee.

WORKSHOP RESOLUTIONS COMMITTEE

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

- Trends in the discussions
- Concerns
- Frequently raised issues

The Committee then presents the summary to the plenary session, to inform delegates and to support their decision-making on the proposals.

PROPOSAL ADOPTION PROCESS

The proposals will be submitted to the plenary session as motions. Official delegates will then be called upon to adopt them as presented, amend them, or reject them.

When a motion is carried, it becomes a resolution.

A main motion may be modified through multiple amendments and sub-amendments.

- Main motion → debate → no amendments → vote
- Main motion → debate → amendment → debate → vote → amended motion → debate → vote
- Main motion → debate → amendment → debate → sub-amendment → ...

... Since a sub-amendment can modify an amendment, which in turn can modify the main motion, we must begin by debating the sub-amendment, followed by the amendment and, finally, the main motion as amended.

When formulating an amendment, it is important to use clear language.

For full details on these procedures, see Chapter II of the Rules of Order, or the Summary Chart.

VOTE BY SECRET BALLOT

(ARTICLE 45 OF THE RULES OF ORDER)

If a vote by secret ballot is necessary at the convention, voting booths are available in [Room 220E](#).

MINUTES OF THE CONVENTION

(ARTICLE 10 OF THE RULES OF ORDER)

The minutes of the CSN Convention are a summary report on the proceedings. Motions and votes are recorded, but not speeches or delegates' remarks. The minutes are available exclusively in electronic format. The minutes of the previous convention are adopted without being read out. Any corrections are recorded in the minutes of the following convention.

ELECTIONS TO THE EXECUTIVE COMMITTEE OF THE CSN

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

Complete information on this subject can be found on the convention website:

<https://www.csn.qc.ca/67e-congres/elections-en/>





Convention Attendance
and Identification
Official Registration
Proposals

