

**The CSN's
Rules
of
Order**

Written by Gérard Picard
and adopted by the 1955 convention

This edition takes into account changes in
structures and amendments adopted by
subsequent conventions.

N.B.:

*In the event of differences in interpretation, the
French version prevails.*

Table of Contents

Scope	5
CHAPTER I The CSN convention.....	7
CHAPTER II Motions	11
CHAPTER III Voting (putting a question to a vote).....	23
CHAPTER IV Convention committees.....	27
CHAPTER V The President	33
CHAPTER VI Delegates.....	35
CHAPTER VII Putting the previous question .	37
CHAPTER VIII Questions of privilege	43
CHAPTER IX Points of order	45
CHAPTER X Elections	47
CHAPTER XI Ceremonial for swearing in members of the Executive Committee	55
CHAPTER XII Amendments to the CSN's Rules of Order	57

SCOPE

Article 1 - The proceedings of the CSN convention are governed by the rules of order found herein.

Article 2 - These rules also govern the proceedings of the CSN Confederal Council, Confederal Bureau and Executive Committee, to the extent that they are not inconsistent with these bodies.

Article 3 - These Rules of Order do not affect practices specific to affiliated bodies, or the method used to elect their leaders and officers, but it does govern their proceedings.

CHAPTER I

THE CSN CONVENTION

Article 4 – A session of the CSN convention comprises the period of time from the opening to the adjournment of a regular meeting of official delegates.

Article 5 – A full CSN convention comprises all the sessions of the convention until the final adjournment.

Article 6 – When the President calls to order a session of the CSN convention, it is presumed that there is quorum in accordance with the Constitution and By-laws.

If an official delegates thinks that there is not quorum, either at the beginning of or during a session, he or she must bring the matter to the attention of the President. The latter must then immediately determine whether there is a quorum.

If there is no quorum, the President must adjourn the session. But before the official delegates present leave the meeting room, the secretary records their names in the minutes, along with the time of adjournment.

The proceedings of the CSN convention are valid up until the time when the lack of quorum is determined.

Article 7 – Sessions of the CSN convention are public. However, a session may be held *in camera* (behind closed doors) upon adoption of a privileged motion to that effect.

When delegates decide to proceed *in camera*, the President asks visitors to leave the room.

Journalists may stay, providing that they agree to keep proceedings secret.

Article 8 – As a general rule, decisions of the CSN convention are made by a majority vote. The exceptions to this rule are set out elsewhere in these Rules of Order.

Article 9 – The convention may impose the following penalties during proceedings, stating the reasons for doing so:

- a) expel a visitor from the meeting room;
- b) expel an official or fraternal delegate from the meeting room for either a session or the duration of the convention.

Less severe penalties, set out further on in these rules, may be imposed by the President, subject to an appeal of his or her decision.

Article 10 – The minutes of the CSN convention must constitute a concise report of proceedings, recording regular motions and votes in particular. The minutes do not record delegates' speeches or remarks. They include the reports that the convention wishes to have reproduced in full.

The minutes of the convention are printed and a copy is sent to each affiliated organization and each registered delegate who requests them.

The minutes of the previous convention are approved without being read aloud. Any corrections to them are included in the minutes of the following convention.

Article 11 – The rules governing a CSN convention apply, *mutadis mutandis*, to a special or convention.

CHAPTER II

MOTIONS

Article 12 – The CSN convention is asked to decide on a question by voting on a motion. The vote for or against indicates the convention's decision.

Article 13 – For a motion to be put to the convention properly, it must be moved and seconded by delegates, read by the secretary and ruled by the President to be in compliance with the rules of order.

Article 14 – Each motion must be presented objectively and without preamble. A motion that contains insults is out of order.

Article 15 – The CSN convention has at its disposal the following types of motions:

- 1) regular motions;
- 2) incidental motions;
- 3) privileged motions;
- 4) dilatory motions.

Regular motions

Article 16 – Regular motions are those normally submitted to the convention in accordance with the order of business at a time when no other motion is being examined or in debate. They are main motions with amendments and sub-

amendments, if any. They raise either vital or routine matters.

Article 17 – A main motion states the question that the convention is asked to decide.

Article 18 – An amendment must refer to the question raised in the main motion. Amendments must not introduce a new question, but are in order even if they entirely change the nature of the main motion as long as the subject remains the same. An amendment may, however, simply delete, add or replace some words without changing the nature of the main motion.

A main motion of congratulations may be followed by an amendment of censure. In such a case, the subject of the motion is the conduct or actions of a person or institution.

Article 19 – A sub-amendment must only refer to the terms of the amendment. It must consist solely of deleting, adding or replacing certain words in the amendment. It must not attempt to reinstate the terms of the main motion modified by the amendment.

Article 20 – Amendments and sub-amendments must be worded so that, if adopted, the convention's decision remains comprehensible.

Article 21 – The President has the meeting vote first on the sub-amendment, then on the amendment, and lastly on the main motion, regardless of whether the sub-amendment or amendment is carried or defeated.

Article 22 – There are a number of exceptions to this general rule:

a) Each regular main motion may give rise to more than one amendment and more than one sub-amendment. There cannot, however, be more than one amendment at a time before the convention.

If a delegate wishes to replace a sub-amendment or amendment under consideration by the convention with a new sub-amendment or amendment, he or she must, at the appropriate time, move that the previous question be put on the sub-amendment or the amendment only, as the case may be. The details of this procedure are given in the chapter on putting the previous question.

b) In some cases, the adoption of an amendment renders the vote on the main motion unnecessary, and the adoption of a sub-amendment may also make the vote on an amendment and main motion unnecessary.

c) When a report containing a number of paragraphs and recommendations comes

before the CSN convention, the convention has the right to dispose of it as a whole or to examine it paragraph by paragraph before deciding on it.

If it is agreed to proceed paragraph by paragraph, each paragraph is read and the President then asks, “*Adopted?*”; if there is no objection, the paragraph is adopted.

If an objection is raised, the regular rules of order apply and the paragraph is adopted by moving, seconding and passing a motion.

At the end of the examination of the report, a general motion can be moved to adopt the report with the changes made during the discussion.

A motion to have the convention examine a report paragraph by paragraph is a privileged motion that can be moved even if there is already a motion before the convention to adopt the report as a whole; the contrary, however, cannot be done.

If the convention decides to proceed with a motion to adopt as a whole all the recommendations in a report, an amendment or sub-amendment may dispose of the report by deleting, adding or replacing certain words.

In such a case, the adoption of a sub-amendment prevents the amendment and

the main motion from being put to a vote. The President does not put the main motion to a vote unless the sub-amendment and the amendment are defeated.

d) If a report contains alternative motions or recommendations, they are submitted one after the other to the convention, which disposes of them.

e) If a complex main motion is put to the convention, a privileged motion may be moved to split it and consider each of the matters in it separately. If the privileged motion is passed, the regular rules of order apply to each question.

If, on the contrary, the complex main motion remains before the convention as originally drafted, an amendment or sub-amendment may dispose of it by deleting, adding or replacing certain words. In such a case, if the sub-amendment is carried, the amendment and the main motion are not put to a vote. The President does not put the main motion to a vote unless the sub-amendment and the amendment are defeated.

f) Incidental, preferred and dilatory motions are distinct motions that cannot be amended. They are put to a vote as formulated.

g) Motions of congratulations, thanks or condolences may be seconded unanimously if there is no objection.

h) Only one person is required to nominate a candidate.

Article 23 – A motion is not deemed to be out of order on the basis of a technical defect in its formulation.

Article 24 – No motion may be entertained once it is decided to proceed with a vote, unless it is a motion for a roll-call vote.

Article 25 – The mover and seconder of a motion have precedence in speaking to the motion. The mover of a main motion has the right to five minutes of rebuttal, unless the motion has been amended.

Article 26 – A motion that is ruled out of order or that is not seconded is not recorded in the minutes of the proceedings.

Article 27 – Before the motion is put to a vote, it must be read again.

Article 28 – When a motion is properly before the convention, it can only be withdrawn with the unanimous consent of the official delegates present.

Article 29 – The mover and seconder of a main motion cannot move or second an amendment to that motion; and the mover and seconder of a

motion or amendment cannot move or second a sub-amendment.

Incidental motions

Article 30 – The effect of an incidental motion is to interrupt debate on the main motion, either to allow a committee to examine the matter under consideration in more detail, or simply to have a relevant document produced and read.

Incidental motions cannot be amended.

Incidental motions:

- a)* to refer a question to a standing convention committee;
- b)* to strike a special committee to report on the question during the convention;
- c)* to strike a special committee that, given the importance of the question, will report to the next convention;
- d)* to have a document relating to the question under consideration produced and read.

Privileged motions

Article 31 – A privileged motion is a motion to which the CSN convention gives priority because of the importance or urgency of the question raised. It takes priority over all other

motions, and there is an order of priority among privileged motions. They are distinct motions.

A privileged motion may be put to the convention directly or may arise from a question of privilege allowed by the President. No privileged motion may be moved, however, once the vote is called.

Any delegate who wishes to raise a question of privilege on a matter that is not on the convention's agenda must submit it to the President in writing no later than the end of a morning session. At the start of the afternoon session, the President informs the convention at what time during the session the question he or she has accepted will be discussed, and what, in his or her opinion, is the nature of the question of privilege.

Privileged motions:

- a) to adjourn;
- b) to resume debate on a question that was adjourned;
- c) to resume debate on a question that was tabled;
- d) to specify the session when a question will be considered;
- e) to follow through on a question of privilege;

- f) to set aside a previous decision (notice of motion);
- g) to reconsider a vote (notice of motion);
- h) to have the convention sit as a committee of the whole;
- i) to suspend a rule of order;
- j) to meet *in camera*;
- k) to have the convention examine a committee's report paragraph by paragraph;
- l) to split a complex main motion into several distinct motions.

Article 32 - A motion to adjourn a session may be moved at any time. It takes precedence over all other motions and cannot be amended. It is the only privileged motion that can be moved when there is already another privileged motion before the convention. It must be worded as follows: "That the convention adjourn immediately." It is put to a vote without discussion.

Article 33 - Privileged motions aimed at resuming a debate on a question that was adjourned, resuming debate on a question that was tabled or specifying the session when a question is to be considered are moved preferably at the beginning of a session, before the meeting begins to deal with the order of business.

Article 34 – Privileged motions to set aside a previous decision or reconsider a vote must be announced by notice of motion given at the session preceding the one at which the convention is to vote on setting aside a decision or reconsidering a vote. In the case of a reconsideration, the convention votes on the reconsideration itself before taking another vote on the question it had disposed of previously. These privileged motions cannot be amended.

Any official delegate can give notice of motion to set aside a decision or reconsider a vote, unless the vote on the question at issue was a roll-call vote. If this is the case, a delegate is not in order in giving notice of motion unless he or she voted in favour of the original motion.

The delegate who gives notice of motion must be present at the session when the notice of motion is to be considered, and must be the person who moves the motion to set aside or reconsider a vote. Failing this, the notice of motion is void.

Notice of motion may only be given once on any given matter during the convention.

Furthermore, for any matter that has already been debated at a previous convention, the text of the notice of motion and the reconsideration must be sent to the General Secretary of the CSN

at least two months before the opening day of the convention.

Article 35 – The other privileged motions – to have the convention sit as a committee of the whole, to suspend a rule of order, to have the convention meet *in camera*, to have the convention consider a committee report paragraph by paragraph or to split a complex main motion into distinct motions – may be moved whenever appropriate. These privileged motions cannot be amended.

Dilatory motions

Article 36 – The effect of a dilatory motion is to avoid or prevent discussion of a question on its merits, or to end debate abruptly.

The main dilatory motion is the motion to put the previous question. Used abusively, it amounts to a gag order. The rules applying to this motion are set out in the chapter on putting the previous question.

Dilatory motions are distinct motions and cannot be amended. The motion is put to a vote without discussion in all cases.

Dilatory motions:

- a) to put the previous question (see Chapter VII);

II – Motions

- b) to adjourn debate on a given question;
- c) to table a question;
- d) to refer a question back to the same committee;
- e) to refer a question to the Executive Committee, Confederal Bureau or Confederal Council.

CHAPTER III

VOTING

(PUTTING A QUESTION TO A VOTE)

Article 37 – All official delegates present in the meeting room have the right to vote. Each delegate has one vote.

Article 38 – Once a question is put to a vote, no motion may be moved except to ask for a roll-call vote. No motion may be entertained during the vote.

Article 39 – As a general rule, voting is by a show of hands. The President says, “All those in favour of the motion, raise your hand.” After a pause, he or she adds, “All those opposed, raise your hand.” Depending on the results, he or she rules that the motion is carried or defeated.

Article 40 – If there is any doubt about the result of a vote by show of hands, the President puts the motion to a vote again using a standing vote. Those in favour of the motion are asked to stand while the others remain seated. Then those opposed are asked to stand while the others remain seated. The vote in this case is verified by the secretary and the result is announced by the President.

Article 41 – The President may use the method of the standing vote the first time the question is put to a vote if it seems more satisfactory.

Article 42 – In the case of a tie, the President votes. Before doing so, he or she may explain his or her vote briefly.

Article 43 – Any official delegate who wishes to record his or her dissent from a convention decision must do so at the adjournment of the session, by notifying the convention secretary of the question on which he or she wishes his or her dissent to be recorded in the minutes.

During the convention, the secretary has a list of dissenting delegates distributed, indicating the questions on which they have dissented.

Article 44 – In a roll-call vote, the convention secretary calls the names of all registered official delegates. Each official delegate present is required to vote by answering “yes,” “no” or “I abstain.” The secretary records the vote and reports it to the President, who announces the result. The percentage required for a motion to pass is calculated by counting the total number of votes cast, i.e., the total of the “yes” and “no” votes plus the abstentions.

The details of a roll-call vote are recorded in the minutes of the convention.

Article 45 – Before voting by another method begins, any official delegate may require that the vote be conducted by secret ballot.

At a CSN convention, however, an official delegate who asks for a vote by secret ballot must obtain the support of at least 25 other official delegates, failing which his or her request is not accepted.

Article 46 – In an election, voting is always by secret ballot.

CHAPTER IV
CONVENTION COMMITTEES

Committee of the whole, standing committees, special committees

Committee of the whole

Article 47 – Upon adoption of a privileged motion to this effect, the CSN convention sits as a committee of the whole for the purpose of considering a set of recommendations in a given report in detail, without being bound by the usual rules of order.

Article 48 – The committee of the whole is composed of all the official delegates to the convention. The quorum is the same as for the convention.

Article 49 – Discussions in a committee of the whole are chaired by the Vice-President of the CSN.

Article 50 – During a committee of the whole, each official delegate may speak as many times as he or she asks. However, the chairperson of the committee of the whole does not recognize the same speaker twice until everyone on his or her speakers' list has spoken once, and so on and so forth. Each delegate who is recognized to speak must stick to the topic under discussion.

Article 51 – The secretary of the committee of the whole only records the conclusions reached by the committee. When the speakers' list is exhausted, the chairperson of the committee, on his or her own initiative or at a delegate's request, puts the recommendations referred to the committee and any suggested changes to a vote. These recommendations and suggestions may be adopted unanimously or by a majority vote. The secretary includes a recommendation that is adopted in his or her report, but does not include a suggestion that is rejected by the majority. In the event of a tie, the chairperson of the committee of the whole casts a vote. All votes in a committee of the whole are by show of hands. No individual dissent is recorded.

Article 52 – Once the committee of the whole has completed its work, the convention President is so informed. The latter then immediately returns to the chair and from then on the regular proceedings of the convention are resumed.

Article 53 – The chairperson of the committee of the whole informs the convention of the conclusions reached by the committee. Each conclusion is put to a vote without discussion, unless an amendment or sub-amendment is moved. In such a case, the regular convention rules apply.

Article 54 – The Confederal Bureau and the Confederal Council may also sit as a committee of the whole, in which case the above rules apply *mutatis mutandis*.

Standing convention committees

Article 55 – Standing committees are committees whose creation and scope are formally provided for in the Constitution and By-laws. Their members are designated by the decision-making bodies authorized to appoint or elect them.

Article 56 – A standing committee must not have more than six members. Quorum for the committee is constituted by the majority of its duly chosen members. Each standing committee elects a chairperson and secretary, if necessary. The first meeting of the committee is called by the General Secretary of the CSN.

Article 57 – Each standing committee reports to the decision-making body that appoints it. Standing committee reports may be adopted unanimously or by a majority vote. They are signed by the committee's chairperson or secretary or by all its members, as the case may be. Copies are distributed to the members of the organization authorized to dispose of them, unless the latter dispenses the committee of this obligation.

Special convention committees

Article 58 – Special committees may be formed to examine a specific question or to study a specific topic.

Article 59 – The number of members on a special committee is set by the decision-making body that creates the committee. The members must be nominated and must agree to sit on the committee. If the number of candidates nominated exceeds the number of committee members, members are elected by a plurality of votes on the first ballot. The person who proposes the creation of a special committee cannot refuse to be nominated to be a member of the committee. The first meeting of a special committee formed by the convention is called by the General Secretary of the CSN.

Article 60 – Each special committee must report to the decision-making body that creates it. Special committees' reports may be adopted unanimously or by a majority vote. There are no minority reports, but the committee may agree to submit alternative proposals to the relevant organizations. Reports are signed by the committee chairperson or secretary. Two copies must be sent to members of the organization to which the committee is accountable, unless the latter dispenses the committee of this obligation.

CHAPTER V

THE PRESIDENT

Article 61 – The President calls meetings to order and adjourns them. He or she opens and closes the convention. He or she conducts proceedings impartially. He or she keeps order and ensures proper decorum. He or she entertains motions, puts them to a vote and announces the results of votes. He or she enforces the By-laws, and rules on any matter pertaining to the application of the rules of order. In the event of a serious disruption, the President may adjourn the session or suspend it for a specified length of time. He or she may also withdraw speaking rights from a person who persists in straying from the topic under discussion. He or she follows the agenda. The President must leave the chair and turn it over to a vice-chairperson if he or she wishes to take part in a debate.

Article 62 – The President has the other rights and duties provided in the Constitution and By-laws and in these Rules of Order.

Article 63 – When the President's decision is challenged, in the cases provided for, matter is put to a vote without discussion. In the event of a tie vote, the decision is upheld.

Article 64 – The vice-chairperson has the same rights and duties as the President when he or she performs the President's duties.

CHAPTER VI

DELEGATES

Article 65 – During sessions, conversing aloud is prohibited.

Article 66 – No delegate may speak without first asking the President for permission and obtaining it.

Article 67 – When a delegate has the floor, he or she must address his or her remarks to the President. He or she must also stick to the question under consideration and refrain from insults, challenges, threats, personal comments, sexist or racist remarks or any crude language. The President orders a delegate to withdraw any remarks that violate the rules of discussion. It is forbidden to interrupt someone while he or she is speaking, but a delegate may, with the speaker's permission, ask him or her a question or raise a point of order.

Article 68 – When a point of order is raised, the person who is speaking sits down. He or she only rises and continues speaking after the President has ruled on the point of order.

Article 69 – A delegate who does not abide by the decisions rendered is liable to the appropriate penalties imposed by the President or convention.

Article 70 – If two or more delegates rise to speak simultaneously, the President decides the order in which they will speak.

Article 71 – A delegate has five minutes to speak on a given topic, and may speak a second time for three minutes after all the delegates wishing to speak on the topic have done so. As well, the person moving a motion has a right of rebuttal to close the debate.

Article 72 – On an important matter, the time limit for speeches may be increased with the approval of a majority of delegates at the convention.

CHAPTER VII

PUTTING THE PREVIOUS QUESTION

Article 73 – The previous question cannot be put unless five delegates have spoken in the debate.

Article 74 – Putting the previous question presumes that the convention is sufficiently informed on a matter and ready to decide on it without any further debate.

Article 75 – To test this presumption, a delegate who has not spoken in the debate may at an time, except while someone is speaking, rise and simply say “previous question.”

Article 76 – This immediately ends debate.

Article 77 – The secretary records the name of the person who moved that the previous question be put and writes out the motion, which reads as follows: “That the question be put to a vote immediately.”

Article 78 – Before asking whether someone seconds the motion, the President has to inform the convention whether there are still delegates on his or her speakers' list who have not spoken, and if so, invite the mover to withdraw his or her motion to put the previous question. The latter is not required to accept this suggestion.

Article 79 – If the mover does not agree to withdraw his or her motion and has a seconder, the motion is read and then put to a vote without any discussion.

Article 80 – A motion to put the previous question requires a two-thirds majority to pass.

Article 81 – The vote is by a show of hands. It is forbidden to use a secret ballot or roll-call vote for the motion to put the previous question.

Article 82 – Once the previous question is moved, the President may not entertain any other motion.

Article 83 – If the motion to put the previous question is defeated, it may be moved again during the same debate and entertained a second time by the President if at least five delegates who had not taken part in the debate previously have spoken after the first vote; if the motion to put the previous question is defeated again, the same rule (at least five speakers who have not spoken previously) applies before it can be moved a third time, and so on.

Article 84 – A delegate may only move or second a motion to put the previous question once in the course of a given debate.

Article 85 – If the motion to put the previous question is carried, the President must immediately, without discussion, put to a vote the sub-amendment and then the amendment, if applicable, and finally the main motion, in accordance with the rules set out in the chapter on motions.

Article 86 – The motion to put the previous question covers the entire question in debate, i.e., the main motion, the amendment and the sub-amendment, unless the mover specifically states otherwise.

Article 87 – The motion to put the previous question may also be used to temporarily end debate with a view to substituting a new sub-amendment or new amendment, as the case may be, for the one already before the convention. The previous question is then based on the presumption that the convention is not satisfied with the sub-amendment or amendment being considered.

Article 88 – Any delegate who is not already a mover or seconder may use this procedure.

If the delegate wishes to substitute a new sub-amendment for the one already before the convention, he or she must move that the previous question be put on the sub-amendment only. To

VII – Putting the previous question

do so, he or she rises and says: “Previous question on the sub-amendment only.”

The secretary records the name of the person moving that the previous question be put and writes out the motion as follows: “That the sub-amendment be put to a vote immediately.” If there is a seconder, the motion is read and put to a vote without discussion.

However, a delegate may not move a substitute sub-amendment unless the motion to put the previous question is carried and the convention defeats the sub-amendment already before it. If the procedure is successful, debate begins on the new sub-amendment as if the motion to put the previous question had not been moved. If, on the contrary, the convention (after voting to put the previous question) adopts instead of defeating the sub-amendment before it, the President must then put the amendment and main motion, as the case may be, to a vote without discussion.

Article 89 – The rules are the same to substitute a new amendment for the one already before the convention.

Article 90 – A person may move that the previous question be put on both the sub-amendment and amendment, with a view to

VII – Putting the previous question

having both defeated so as to move a new amendment to the main motion.

Article 91 – There is no limit to the number of sub-amendments and amendments that can thus be substituted under these provisions. The decision is up to the convention in each case.

CHAPTER VIII
QUESTIONS OF PRIVILEGE

Article 92 – A question of privilege may be raised when there is a violation of the rights or breach of the prerogatives of the convention or of delegates. A question of privilege may also be raised on any urgent matter.

Article 93 – Subject to Article 31, a delegate may raise a question of privilege at any time, except when a vote has been called or during a speech. Whenever possible, a question of privilege should be raised at the beginning of a session.

Article 94 – In raising a question of privilege, the delegate briefly explains what it is about. The President decides to allow or refuse the question of privilege.

If the question of privilege is refused, the delegate who raised it is the only person who can challenge the President's decision. If allowed, the question of privilege may or may not give rise to a motion.

VIII – Questions of privilege

The delegate may, in conclusion, simply protest the matter or demand redress of a grievance. If a motion is moved, it is a privileged motion.

CHAPTER IX

POINTS OF ORDER

Article 95 – In the course of debate, a delegate may at any time raise a point of order to re-establish facts, protest against personal remarks, challenges, insults, crude language or sexist or racist comments, or to demand that a speaker retract hurtful remarks.

A point of order may also be raised to ask for order and proper decorum, or to demand that a speaker stick to the topic under debate.

Article 96 – As soon as a point of order has been raised, the person who has been speaking sits down. The member raising the point of order explains it briefly. The President listens and then rules on it. If the point of order is allowed, the speaker concerned must take it into account, as must all other interested parties.

If the point of order is allowed, the speaker concerned may challenge the President's decision. Similarly, the delegate who raises a point of order may challenge a decision to reject it.

XI – Points of order

Article 97 – Each delegate has the right to speak once on a given point of order before the President rules on it.

Article 98 – Only one point of order can be raised at a time. In other words, a point of order cannot be raised on a point of order.

CHAPTER X

ELECTIONS

Article 99 – The union officers called upon to form the Executive Committee of the CSN are elected by the CSN convention in accordance with the method of election set out in the Constitution and By-laws and the procedure described in this chapter of the Rules of Order.

Article 100 – CSN officers cannot be elected or re-elected as a slate. There must be a separate election for each office.

Article 101

101.01 – An official statement of candidacy form is prepared for official delegates and regular employees of the CSN who wish to run for one of the positions on the Executive Committee of the CSN.

101.02 – The candidate must fill out and sign the form prepared for this purpose by the CSN and have it countersigned by five duly accredited delegates.

101.03 – A candidate must state explicitly the office for which he or she is running: President, General Secretary, Treasurer, First Vice-President, Second Vice-President or Third Vice-President.

101.04 – Candidacies for the different positions are mutually exclusive, meaning that a candidate for one position cannot be a candidate for another position on the Executive Committee.

101.05 – The candidacy form must be handed in to the General Secretary no later than noon on the second-last day of the convention.

Article 102

102.01 – The Confederal Council chooses the President and Secretary for elections at least 45 days before the convention.

102.02 – The General Secretary transmits to 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 “statement of candidacy” form may be formally nominated for election.

Article 103 – During the afternoon session two days before the end of the convention, the President for elections proceeds to have the candidates formally nominated, after checking the candidacy forms given to him or her by the General Secretary of the CSN.

Article 104 – Candidates are nominated in the following order: for President, General Secretary, Treasurer, First Vice-President, Second Vice-President and Third Vice-President.

Article 105 – Only one person is needed to nominate a candidate.

Article 106 – Every candidate must be an official delegate, have duly filled out the candidacy form, and be present in the meeting room or, if absent, have given the President for elections written acceptance of nomination for a specific position.

Article 107 – The President for elections must always ask each candidate whether he or she agrees to stand for election. If the candidate is absent, the procedure set out in the previous paragraph applies.

A candidate may withdraw his or her candidacy at any time up until balloting. He or she must so inform the President for elections in writing.

Article 108 – 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.

Article 109

109.01 - If only one candidate stands for election to 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 this chapter.

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

Article 110 - At least ten polling stations, with screened voting booths, are set up near the convention room. The Secretary for elections assigns a poll clerk and secretary to each polling station.

Article 111 - Each candidate is entitled to one or more official representatives during the voting process and while the ballots are counted, in accordance with the rules established in the election procedure. The representative must have credentials signed by the candidate. This document is handed in to the Secretary for elections.

Article 112 - The Secretary for elections has the ballots printed in advance. The ballots, initialled CSN and the year of the convention, must be numbered and be of different colours for each of the positions contested. The names of the candidates are listed on separate ballots for each of the positions contested.

Article 113 - The Secretary for elections has a list prepared in advance with the names of official delegates in alphabetical order, and the list is distributed in such a way that the poll clerk 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 polling stations.

Article 114

114.01 - Polling stations are open from 12:30 p.m. to 3:00 p.m. on the day after nominations, under the general supervision of the President for elections.

114.02 - Voting is by secret ballot.

Article 115 - Each official delegate admitted to a polling station must wear his or her delegate's badge so that it is clearly visible.

Article 116 - The poll clerk initials each ballot before giving it to an official delegate who

wishes to vote. After the ballot is placed in the ballot box, which is clearly visible, the secretary crosses off the name of the person who has just voted from the list.

Article 117

117.01 – An official delegate votes by making an “X” beside the name of the candidate he or she chooses.

117.02 – Candidates are elected by an absolute majority of ballots cast. Failing an absolute majority, there is another round of balloting, and the candidate who received the fewest votes is dropped from the ballot for the next round.

Article 118 – To be elected, a candidate must receive 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 to be eliminated and proceeds with another round of balloting. This procedure continues until one of the candidates receives an absolute majority of ballots cast. In the event of a tie when there are only two candidates left, the President for elections casts the deciding vote.

Article 119 – As soon as the polling stations close, the poll clerk and the secretary count the ballots in the presence of the candidates’ representatives who are there, and report the results to the Secretary for elections on a form prepared for this purpose.

Article 120 – The Secretary for elections compiles the overall results in the presence of the poll clerks, secretaries and candidates’ representatives who wish to attend, checks the compilation and makes an immediate report to the President for elections. The latter informs the candidates’ representatives of the results.

Article 121 – 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. The results of balloting for a given position are not disclosed unless the defeated candidate so requests explicitly. Subsequently, the President for elections proceeds to swear in the officers chosen to form the Executive Committee of the CSN at the close of the convention.

Article 122 – 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

he or she 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 was null and void – for example, if a fraternal delegate has been elected as an officer of the CSN. If it concludes that an election is void, the Confederal Bureau so reports to the Confederal Council, which proceeds to elect a person to replace the person whose election was declared void.

CHAPTER XI

**CEREMONIAL FOR SWEARING IN MEMBERS
OF THE EXECUTIVE COMMITTEE**

Article 123 – The President for elections asks delegates to stand and proceeds to swear in the members of the CSN Executive Committee, using the following ceremonial:

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 offices 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'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 says: *May the workers and the working class help you.*

CHAPTER XII

**AMENDMENTS TO THE CSN'S RULES OF
ORDER**

Article 124 - The Confederal Bureau, the Confederal Council, the CSN Executive Committee and affiliated organizations can submit amendments to these Rules of Order. The amendments must be in the hands of the General Secretary at least one month before the opening date of the convention. No late amendments will be considered.

Amendments are distributed to delegates no later than the second day of proceedings. Depending on the scope and importance of the amendments, the convention decides either to form a special committee on rules of order that will report back to it, or to deal with the amendments directly. In either case, decisions are made by a majority vote.

CSN'S RULES OF ORDER – Summary chart

	Must be seconded	May be debated	May be amended	Vote required
REGULAR MOTIONS (Articles 16 to 29)				
Main	yes	yes	yes	majority
Amendment	yes	yes	yes	majority
Sub-amendment (exceptions, Article 22)	yes	yes	no	majority
DILATORY MOTIONS (Article 36)				
Previous question (Articles 73 to 91) (if there have been five speakers)	yes	no	no	2/3
To adjourn debate	yes	no	no	majority
To table	yes	no	no	majority
To refer back to the same committee	yes	no	no	majority
To refer to the Executive Committee, Confederal Bureau or Confederal Council	yes	no	no	majority
INCIDENTAL MOTIONS (Article 30)				
To refer to a standing committee	yes	yes	no	majority
To strike a special committee	yes	yes	no	majority
To ask that a document be produced	yes	yes	no	majority
PRIVILEGED MOTIONS (Articles 31 to 35)				
To adjourn	yes	no	no	majority
To resume a debate that was adjourned	yes	yes	no	majority
To resume debate on a question that was tabled	yes	yes	no	majority
To specify the session when a debate will occur	yes	yes	no	majority
To follow up on a question of privilege	yes	yes	no	majority
To give notice of motion at a session to reconsider a decision	no	no	no	none

N.B.: Mover must have voted for the motion.
At the subsequent session, first, decide whether or not to take the vote over again.
(Then, see regular motions.)

To sit as a committee of the whole
To suspend a rule of order
To proceed *in camera*
To examine a report paragraph by paragraph
To split a complex main motion

MISCELLANEOUS

To challenge the President's decision (Article 63)	no	no	no	majority
To nominate (Articles 102 to 108)	yes	no	no	majority
To withdraw a motion (Article 28)	no	no	no	majority
Congratulations, thanks, condolences (Article 18)	yes, unannounced	yes	no	majority
Roll-call vote (Articles 24, 38, 44)	if no objection	yes	yes	majority
Secret ballot	yes	no	no	majority
(When requested by 25*) (Article 45)	yes	no	no	majority
*To be adapted to the number of members in the organization. To be stipulated in the Constitution.				unanimity
				majority
				majority
				none

NOTES:

- 1- Privileged motions take precedence over all others.
- 2- The order of priority among privileged motions is that indicated in Article 31 of these Rules of Order.
- 3- Privileged motions to set aside a previous decision, reconsider a vote or amend the Rules of Order or Constitution and By-laws must be announced by notice of motion given at the preceding session.
- 4- When a dilatory motion is before the meeting, no incidental motion may be entertained.
- 5- When an incidental motion is before the meeting, a dilatory motion may be in order.
- 6- Members of a committee may be elected by a plurality of votes. (Article 59).
- 7- Special rules are added for CSN conventions, for example for nominations (Article 102).

Published par la CSN

Production:
Information-CSN

Layout:
Nicole Cousineau

Cover page:
France Tardif

Printing:
Imprimerie-CSN

Distribution:
Distribution-CSN

Legal deposit - BNQ - NLC
May 2003