

# BASIC LOCAL OPERATING REQUIREMENTS

## LEADERSHIP

- › Elect a President, Vice-President, Secretary, & Treasurer (or variation as per Procedure 18.11 & Local Bylaws)
- › Hold Local Executive meetings at least once every 4 months
- › Elect members to committees outlined in your Collective Agreement or assume the responsibilities of vacant committees
- › Check your personal & Local UNA emails regularly

## REPRESENTATION

- › Provide an opportunity for each unit/office/area to have a representative
- › Respond to or direct concerns & inquiries appropriately
- › Represent duespayers at disciplinary & grievance meetings
- › Liaise with the applicable UNA staff (LRO, PRC Advisor, OH&S Advisor)

## LOCAL MEETINGS

- › Hold a minimum of 4 membership meetings per year, including one Local AGM
- › Provide members with at least 2 weeks' notice for Local meetings
- › Hold elections for Local positions at the Local AGM
- › Take & retain meeting minutes & a list of attendees
- › Ensure only Local members vote at Local meetings
- › Invite your District Representative to attend at least 1 meeting per year

## FINANCES

- › Approve/reject Local spending
- › Approve the Local budget via a motion at the Local AGM prior to Dec 31
- › Submit the approved budget in DMS by Jan 31 of the budget year
- › Contact the UNA provincial Secretary-Treasurer if the deadline will not be met

## PROVINCIAL & DISTRICT MEETINGS

- › Elect provincially funded delegate(s) to provincial meetings
- › Send a Local representative (provincially funded) to all District Meetings
- › Notify your District Representative if your Local cannot attend a district or provincial meeting