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FORMING A UNION

FIRST ORGANIZING MEETING

1. Those interested in forming the Union should make sure that only those interested in it are invited to this meeting.
2. A Chairman should be chosen.
3. The Chair's first duty - to open nominations for a Secretary, and elect same.
4. Chair then asks for any speaker or speakers wishing to address the meeting about the purpose of the meeting.
5. A Resolution should then be passed stating "That it is the sense of this meeting, that a Trade Union (give name and objects) should now be formed in Vancouver, B.C."
(This motion could be passed immediately after election of Secretary)
6. A Motion should be made to elect a committee of (name how many) to draft a Constitution and Bylaws.
7. A Motion is then made to adjourn the meeting. Time and place of the next meeting should be set at adjournment, or provision for the Chair to call same.

SECOND ORGANIZING MEETINGFOUNDING CONVENTION

Previous officers should serve if present. If not, pro tem officers should be elected (Chairman and Secretary)

1. Chair would call the meeting to order.
2. Secretary reads the Minutes.
3. Chair asks if 'any omission or errors'...then adopt the Minutes.
4. Chair states next order of business will be the Report of the Constitutional Committee. Chair would then ask 'You have heard the Report of the Committee, what order shall be taken on it?'
5. Someone should then move
"The adoption of the Constitution reported by the Committee" and when seconded the Chair should state
"That the question is on the adoption of the Constitution reported by the Committee" and then reads each article in turn, asking, after each article
"Are there any amendments proposed to this article?"
If none - after a pause, the next article is read, etc...
After the last article has been dealt with, the Chair states
"The whole Constitution having been read, it is now open to amendment."
Final amendment can be made now.
Then the question to adopt the Constitution is put,
"As many as are in favor of adopting the Constitution as amended will raise their hands",
All those opposed,
Chair will then distinctly announce the result of the vote.
6. Chair then states that the Constitution having been adopted, it will be necessary for those wishing to become members to sign it (and pay the initiation fee, if required by the Constitution) and suggests a recess while this is being done.
7. Motion is made to recess for 10 minutes (or whatever)
(If membership cards have been already prepared they also can be signed at this time)
8. Chair then calls meeting to order - and declares only those who have signed into membership can now vote on the proceedings.
9. Chair then states next order of business is the adoption of the Bylaws reported by the Committee and these are dealt with same as the Constitution was.
10. Chair then declares next order of business is the election of permanent officers of the Union.

cont'd

