

# SASKATCHEWAN UNION OF NURSES

## YEAR IN REVIEW

APRIL 01, 2020 – MARCH 31, 2021

### 2021 ANNUAL MEETING GUIDE



**SASKATCHEWAN  
UNION OF NURSES**



## FROM THE PRESIDENT'S DESK: **A TUMULTUOUS YEAR IN REVIEW**

### **This was YOUR year, registered nurses**

I am convinced no one anticipated just how trying of a year 2020 would be for nurses and frontline healthcare workers around the globe — and certainly not the World Health Organization (WHO) when they declared 2020 was to be the “International Year of the Nurse and the Midwife”, in honor of the 200th anniversary of Florence Nightingale’s birth.

When I think of all that Saskatchewan’s registered nurses have endured, adapted to, and overcome in the face of the COVID-19 pandemic, nothing could be more fitting. This was YOUR year.

From the earliest days of the pandemic, when so little was known about this deadly virus, or the untold havoc it would unleash on the year ahead, SUN members have shown up for Saskatchewan’s patients.

This grit and determination did not come as a surprise because it has always been so. Registered nurses have risen to some of the biggest challenges humanity has faced since the beginnings of our profession. We

have been there when no one else could, or would. This, however, has also come with great costs to our physical and mental health.

2020 has been a test of resilience for all of us, but most of all, it has tested the strength of those on the frontlines of healthcare — especially registered nurses, who are by far, the largest group providing direct care in the system. The relentless, unprecedented demands registered nurses have faced this past year, are now contributing to steadily rising trauma, anxiety, and burnout rates in our profession in Saskatchewan, across Canada, and around the world.

Caring for COVID-19 patients, along with ensuring all the other healthcare needs of Saskatchewan’s citizens continued to be met, has been wildly stressful for so many on the frontlines.

I know it has been a year of mixed emotions for registered nurses. At times you have felt undervalued, left out of critical decisions, and even neglected, while on other occasions

the outpourings of gratitude from the public you serve have been a welcomed, and energizing reminder of how important you all are.

Throughout the past year, SUN members have shared heartbreaking and often troubling stories.

Having to stand in for relatives who are not able to be with their loved ones, even as they are dying; being concerned over a lack of personal protective equipment; not being prioritized in Saskatchewan’s vaccine rollout; adapting to ever-changing workplace protocols; witnessing demoralizing protests from pandemic deniers when you have been giving everything; and fearing transmitting the virus to loved ones at home, are just some of the new realities of being a registered nurse in a global pandemic. Yet, in spite of all of these challenges, you have showed up for your patients since day one. You have been a rock for the people of our province, and the foundation of our health system.

This unyielding fortitude in the face of COVID-19 does honour to the “Year of Nurse and Midwife.” While I am sure Florence Nightingale would have been immensely proud,

there is no question she would have also been saddened by the lack of support registered nurses have often experienced throughout the pandemic, and by how hard we have had to fight for our own safety and wellbeing. It should not be this way.

I am so proud of our Union and so thankful we have each other to lean on during these times. It is our collective voice that gives us the strength to stand tall when the weight of the stress feels too much for just one of us to bear alone.

As President, I frequently return to our vision — *Healthy Members, Healthy Union, Healthy Communities* — as a touchstone that guides everything our Union does. The past year has been an extraordinarily difficult year where the critical importance of this vision has been amplified.

## The engine that drives the system

SUN adapted quickly when meeting our members face-to-face was no longer an option, ramping up member education and communication in the digital space.

We created opportunities for members to hear from and engage with local and international nursing leaders from Canada, Australia, Ireland, and the United States. We ensured SUN's elected leaders were fully supported so they could confidently serve their members on the ground at a regional and local level. We instituted a timely responsive member alert system that guaranteed members were always in the know. SUN prioritized information in 2020 because amongst all the chaos and constantly changing workplace and

practice environments we knew this was a calming resource that members needed most.

In 2020, SUN solidified our position as one of the most influential and sought-after health stakeholders in the province, and country. Publicly in the media, through our campaigns, and behind closed doors with the government and the Saskatchewan Health Authority, we pressed for safer workplaces, appropriate PPE, evidence-based decision making that includes a sound vaccine-rollout plan, and public health measures that would keep all of Saskatchewan safe.

Last year's conclusion of SUN/SAHO negotiations with a new Collective Bargaining Agreement was another big 2020 moment that provided long-awaited security during uncertain times.





The severe mental toll nursing in the age of COVID-19 continues to take on registered nurses was the impetus for the launch of SUN's all-new "Wellness Spotlight" sessions in early 2021. This is critical member support SUN is committed to continuing in the year ahead. Anxiety, depression, fear, and burnout must not become a part of our profession's legacy or future.

SUN prioritized all of these member support initiatives in 2020, not just because of the pandemic, but because we know that a healthy registered nursing workforce is essential. You are more than just another health resource among many. Collectively, you are the engine that drives the system. You keep us moving forward. Without the expertise of registered nurses, actively caring for patients at the bedside, the system is nothing more than physical buildings, beds, and equipment.

## The registered nursing and Union way

The Saskatchewan public rely on, and trust registered nurses to speak to health and social issues that impact all of us — not just when they enter the system, but in their everyday lives too. This is why SUN persisted with the vital advocacy and support work we always do on behalf of communities everywhere in our province. Just because it felt like the world stopped for COVID-19, it did not mean all the other challenges society faces went away. In fact, many got even worse.

Whether we were advocating for more community mental health and addictions resources in response to an astronomical number — more than doubling — of overdose deaths in 2020, or educating the public about the critical importance of masks and other public health measures to limit the spread of COVID-19, SUN continued to use

advertising and our campaigns for the greater good.

When COVID-19 got its deadly foothold in long-term care with tragic consequences, SUN spoke out before anyone else did. We called for a public inquiry into Extendicare Parkside in Regina, which was arguably the hardest hit by the pandemic, while also advocating for a full examination of for-profit seniors care, and overall long-term care standards in Saskatchewan.

With the pandemic came great financial hardship for many in our province. Seeing the opportunity to impact one of the most significant social determinants of health — food security — SUN stepped up in 2020 with substantial donations totalling \$300,000 to help the Foodbanks of Saskatchewan fight hunger in communities right across the province. This was a bold gesture of goodwill in a time of unprecedented need that was a great sense of pride for so many SUN members.

At the end of the day, when people question why SUN talks about so much more than just healthcare, the answer is simple: Everything is interconnected, and health is so much bigger than the absence of physical disease. It is the mental, physical, and social wellbeing of all of us — at all times. If we work as one to ensure all levels of society and communities everywhere have an opportunity to thrive, we are striking at the very core of what makes us



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*Zambory shares personal story to mark International Overdose Awareness Day (August 2020)*

ill. This is healthcare, and it is the registered nursing and Union way.

## This is us

SUN is bold, innovative, measured, supportive and compassionate. This is who WE are, and now, we have the new look to prove it!

This was probably one of the most feel-good, exciting changes our Union saw this year. We have a new visual identity that reflects who we are, where we came from, and where we are headed.

To see members in every corner of the province embrace and celebrate SUN as theirs, and as a reflection of who they are, was a bright moment of joy in a difficult year.

## A Union of action

What 2021 holds for us is uncertain. Vaccines are bringing a new hope when just a few months ago many felt hopeless with no real end for this pandemic in sight.

People are finally able to envision a day when they can hug their loved ones again, visit with friends, and just be together. No one could have imagined that one of the greatest privileges on earth would be “togetherness.” Perhaps we all just forgot how important this is, and took it for granted. Maybe a single bright spot emerging from this pandemic will be a change in how we all value the time we get to spend with one another.

The suffering and pain that COVID-19 has caused may not be fully measured for years to come. The fallout will be substantial.



*A behind the scenes look at the virtual Power Conference held in December 2020 with nursing leaders from Australia, Canada, Ireland and the United States*

Lives lost, human connections broken, financial insecurity for many, a brewing mental health crisis, and undoubtedly many other consequences yet to be realized.

The pandemic exposed numerous gaps and failures in our health system, from those seen in long-term care and mental health and addictions services to registered nurse staffing, capacity, and crisis preparedness issues. It also highlighted the irreplaceable role of registered nurses in keeping the system going, patients safe, and saving lives.

But in all of this tragedy there are lessons on how we can and must do things better. In many cases it is only through hardship that we can grow and improve, but we have to choose to act on the lessons learned or all the pain was for nothing.

This is why SUN will remain a Union of action. We will be your voice as you continue to battle COVID-19, your rock when you are dealing with the stress of it all, and a champion for a stronger health system and better communities all across Saskatchewan.

The “International Year of the Nurse and the Midwife” may have come and gone in 2020, but SUN will continue to celebrate, protect, and advance the invaluable role of our more than 10,000 Registered Nurses, Registered Psychiatric Nurses, Nurse Practitioners in the year ahead. ■

In solidarity,

*Tracy M. Zambory*

Tracy Zambory, RN  
President

**MARCH 11, 2020**

**GLOBAL PANDEMIC DECLARED; COUNTRIES INITIATE  
STRICT PUBLIC HEALTH MEASURES**

**MARCH 18, 2020**

**SUN CANCELS ALL IN PERSON EVENTS AND MEETINGS, SHIFTS  
RESOURCES TO PANDEMIC RESPONSE TO SUPPORT MEMBERS**



SUN holds  
Member Information Sessions  
to address concerns  
and questions  
with schools reopening

SUN launches COVID-19 Member  
Information Sessions to address  
member concerns and provide  
clarity on health system slowdown  
and issues impacting members

Launch of the "Please Stay Home"  
COVID-19 campaign — a message  
from registered nurses

SUN signs temporary Letter  
of Understanding to support  
healthcare system during slowdown  
and protect members rights

SUN moves Leadership  
Education Series,  
Education Conference and  
Power Conference  
to virtual platforms

Launch of rural  
Saskatchewan's mental  
health and addictions  
crisis campaign —  
"Small Town Anywhere"

**APRIL**

**JUNE**

**AUGUST**

**2020**

**YEAR IN REVIEW**

**MAY**

**JULY**

**SEPTEMBER**

Joint Statement on  
Principles for Protecting  
the Health and Safety  
of Healthcare Workers,  
Patients, Clients,  
and Residents (PPE)

SUN holds  
Member Information Sessions  
to address concerns on PPE

**DUTY ROSTER  
CALLS**

**INCREASE STEADILY  
BY 140% IN  
MARCH AND APRIL**

SUN members receive  
CFNU cloth non-medical grade  
masks to support mask use  
in public settings



SUN resumes full members  
services and introduces  
virtual events, in addition  
to COVID-19 support

**Who would've  
thought you'd  
even miss the  
Blue Bombers?**





SUN releases position statement on masking policy

SUN hosts Power Conference: Nursing in a Global Pandemic, with nursing leaders from Australia, Canada, Ireland and the United States

SUN launches “COVID-19 Youth Campaign” in partnership with 26 Sask.-based health stakeholder organizations to encourage youth to follow public health measures to stop the spread of COVID-19

Members vote 89.1% in favour to ratify new Collective Agreement

SUN supports Food Banks of Saskatchewan with \$250,000 donation

**Have yourself (and up to 4 others) a merry little Christmas.**

SUN speaks out against changes to vaccine rollout plans and advocates for healthcare workers for priority immunization

SUN launches Wellness Spotlight Series to support members mental health and wellbeing

OCTOBER

DECEMBER

FEBRUARY

# HIGHLIGHTS ...

# 2021

NOVEMBER

JANUARY

MARCH

SUN launches Safety Alert for members

Launch of the “WE thing” — COVID-19 Safety and masking campaign

SUN/SAHO reach tentative agreement

SUN calls for public inquiry into Long Term Care

SUN launches mini-campaigns “Thank You to Registered Nurses, and All Frontline Health Workers” and continues with “Rural Saskatchewan Mental Health and Addictions” campaign content

SUN holds Member Information Sessions on vaccine roll out plans

SUN celebrates 46<sup>th</sup> anniversary with new look and a free gift for members

Launch of 2021 Mental Health and Addictions campaign content

Launch of “Vaccine Hesitancy” campaign in partnership with 26 Saskatchewan-based health stakeholder organizations



# COMMITTEE REPORTS

## Constitution, Resolution and Bylaw Committee

The Constitution, Resolution and Bylaw (CB&R) Committee is chaired by Rachel Hyatt-Hiebert, RN (Local 69) and includes the following committee members; Candace Lahoda, RN (Local 107), Valerie Georget, RN (Local 75), Mandi Senger, RN (Local 75) and is supported by Board Liaison Maureen Arseneau, RN. The committee would also like to extend our most sincere thank you to Nina Johnson for all her administrative support, although her support encompasses much more than administrative assistance.

This year posed unique challenges, due to the COVID pandemic we were unable to meet in person. It was a challenging learning experience to navigate new internet platforms; however, our committee pulled together to make our meetings as successful as possible. I would like to personally thank the committee members for their flexibility during these changes.

The committee is tasked with reviewing, accepting and preparing resolutions for the Annual Meeting, as well as making sure any issues that come to our table are looked at through the lens of the SUN's Constitution, Bylaws and Resolutions. In addition, to this work the Committee was also tasked with looking at recommendations from our auditor and how to incorporate these recommendations into Local and SUN District Council Bylaws.

The Committee thanks the membership for the opportunity to serve in this capacity.

In Solidarity,  
Rachel Hyatt-Hiebert, RN  
Chair of the Constitution,  
Bylaws and Resolutions Committee

## Finance Committee

Your Finance Committee consists of, Denise Dick, RN – First Vice-President, Tracy Zambory, RN – President, Angela Felskie, RN (Local 29) and Cathy Makelki, RN (Local 268); ex-officio members are Executive Director Donna Trainor, RN and SUN's Accountant Lorna Bingaman.

The Finance Committee's role includes making recommendations regarding financial implications of policy and administrative decisions to the Board; the review and recommendation of annual budget for submission to the Board; and overseeing expenditures, revenues and investment portfolios.

In order to carry out these duties, the Committee met virtually two times in 2020-2021:

- October 7, 2020: Met with a representative from RBC Dominion Securities to review SUN's investment portfolio and ensure SUN's investment policy remains relevant. In addition, the Committee reviewed the presentation of proposed 2021 budget and recommended approval to the Board of Directors.

- March 3, 2021: Reviewed the Audited Financial Statements in detail with the Auditor; recommended acceptance of the respective statements to the Board of Directors.

The 2021 Budget was approved by the Board of Directors on October 14, 2020, with assumptions based on 8,900 members.

To ensure accountability, as well as ensure SUN continues to follow best practices and sound accounting principles, SUN's financial statements are reviewed on an annual basis by an independent auditor. MNP LLG conducted an audit of SUN's financial records in February 2021; the audited statements can be found starting on page 10 of this publication.

Denise Dick, RN, Chair

## Negotiations Committee

It has been a long year for many of us, with plenty of trials and tribulations to overcome. However, there is one positive note to report on during 2020.

As previously reported, your Negotiations Committee filed an Unfair Labour Practice Application in early November 2019. A hearing with the Labour Relations Board was originally scheduled to begin in May 2020; however, due to the COVID-19 pandemic, the hearing was postponed until December 2020.

Just mere days before we were scheduled to present our Unfair Labour Practice case, SAHO unexpectedly contacted SUN and the parties were able to reach a tentative agreement. In these



challenging and uncertain times, your Negotiations Committee was able to successfully avoid any rollbacks and offered a term and compensation package that aligned with what some other healthcare unions have achieved, providing a Collective Agreement we believed would serve SUN members well during such unprecedented times.

On December 21, 2020, SUN members voted 89.1% in favour of ratifying a six-year Collective Agreement (April 1, 2018 – March 31, 2024) with SAHO.

On January 15, 2021, the Employer confirmed their principals had also voted in favour of the tentative agreement, completing the ratification process and the work of the Committee.

Your Negotiations Committee would like to extend their sincere appreciation for the encouragement of the membership throughout our bargaining journey. It is your dedication to your patients and clients, and your support for the Committee that provided us the collective strength to continue to advocate and negotiate on your behalf.

In solidarity,  
SUN/SAHO Negotiations Committee

Tracy Zambory, RN President  
Mark Henderson, RN Second Vice-President and Committee Chair  
Aubrey Tollefson, RN Local 146 – Integrated Facilities Representative  
Candice Bellegarde, RPN Local 266 – Mental Health Representative  
Jan Dziadyk, RN Local 75 – Saskatoon Base Hospitals Representative

Leah Puetz, RN Local 62 – Regional Hospitals Representative  
Lenore McMillan, RN Local 220 – Home Care Representative  
Pam Todd, RN Local 105 – Regina Base Hospitals Representative  
Donna Trainor, RN Executive Director  
Amber Alecxe, PhD(c) Director, Government Relations  
Colin Hein, RN BSN Executive Administrative Coordinator – Professional Practice  
Aidan Conway Research and Policy Analyst Officer  
Touly Katsiris Office Assistant

## Nominations Committee

The committee has met 3 times this last year.

We met by Zoom for the Fall Meeting on October 30, 2020, and initiated the Call for Nominations for President, Second Vice President, Regional Representatives 1, 3, 5, 7, and standing provincial committees: Program, Nominations, CB&R and Finance Committees.

The Negotiations Committee will be elected in 2022, unless the Board of Directors requires this Committee prior to 2023.

The January 2021 meeting determined most of the positions were awarded by acclamation.

The three remaining vacant positions will be elected at Annual Meeting. Further information will be circulated following the Committee's meeting in March.

On behalf of Gail Kizlyk, RN (Local 75), Shannon Mychan, RN (Local 62), thank you SUN Membership.

Garth Wright, RN, Chair, Local 276

## Program Committee

The Program Committee is tasked with researching community program(s) for the annual Community Support Project as determined by the Board of Directors. The Committee is also tasked with encouraging SUN District Councils and Locals to consider involvement in community programs. The Community Support Project is selected based on alignment with the goals of SUN's mission, vision and values, and has a strong component of the social determinants of health.

The Committee meets three times per year. Their work at those Committee meetings involves developing communication with Locals and SUN District Councils to encourage their engagement in volunteerism to support the Provincial Community Project. The Committee also undertakes a Committee project to support the Provincial Community Project. The Committee determines and organizes an Annual Meeting activity to support the Provincial Community Project.

The Committee has been working with the Community Support Project with a focus on the Food Banks of Saskatchewan and looks forward to providing information to the members regarding activity to support the Food Banks.

The Program Committee consists of Tracy Bergen, RN (Local 75), Bonnie Nelson, RN (Local 68), Alanna Franey, RN (Local 75), Sonja Stadnek, RN (Local 16), and Board Liaison Lynne Eikel, RN.

Program Committee ■

# AUDITED FINANCIAL STATEMENTS

SASKATCHEWAN UNION OF NURSES

December 31, 2020

## Management's Responsibility

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To the Members of Saskatchewan Union of Nurses:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors and Finance Committee are composed entirely of Directors who are neither management nor employees of the Saskatchewan Union of Nurses ("SUN"). The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Finance Committee has the responsibility of meeting with management and the external auditors to discuss the internal controls over the financial reporting process, auditing matters and financial reporting issues. The Finance Committee is also responsible for recommending the appointment of SUN's external auditors.

MNP LLP is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and may meet periodically and separately with, both the Finance Committee and management to discuss their audit findings.

March 9, 2021



Executive Director



President

## Independent Auditor's Report

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To the Members of Saskatchewan Union of Nurses:

### **Opinion**

We have audited the financial statements of Saskatchewan Union of Nurses ("SUN") which comprise the statement of financial position as at December 31, 2020, and the statements of operations, changes in net assets and cash flows, for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Saskatchewan Union of Nurses as at December 31, 2020, and its financial performance, changes in net assets and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of SUN in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Unaudited Budget**

The budget information presented on the statement of operations is not required as part of the financial statements. The budget is unaudited and presented for informational purposes only.

### **Other Information**

Management is responsible for the other information. The other information comprises the information included in the annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing SUN's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate SUN or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing SUN's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



## Independent Auditor's Report

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As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and for the purpose of expressing an opinion on the effectiveness of SUN's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause SUN to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Regina, Saskatchewan

March 9, 2021

*MNP LLP*


Chartered Professional Accountants

# Statement of Financial Position

As at December 31, 2020

	2020	2019
<b>Assets</b>		
<b>Current</b>		
Cash	4,042,663	2,049,276
Marketable securities (Note 3)	14,905,371	2,865,201
Accounts receivable	974,161	962,938
Prepaid expenses and deposits	187,156	119,146
Inventory	44,059	51,844
	20,153,410	6,048,405
<b>Investments (Note 4)</b>	1,498,087	13,202,650
<b>Capital assets (Note 5)</b>	1,354,973	1,302,269
	23,006,470	20,553,324
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	487,768	581,538
Employee accruals (Note 7)	691,681	676,880
	1,179,449	1,258,418
<b>Significant event (Note 14)</b>		
<b>Net Assets</b>		
Appropriated net assets (Note 9)	16,953,104	14,762,862
Available net assets	4,873,917	4,532,044
	21,827,021	19,294,906
	23,006,470	20,553,324

Approved on behalf of the Board

  
Director

  
Director

## Statement of Operations

For the year ended December 31, 2020

	2020 Budget (Note 11)	2020	2019
<b>Revenue</b>			
Member dues	11,596,104	12,513,345	12,169,397
Unrealized gain (loss) on investments	-	233,507	(43,864)
Investment income	280,000	123,140	401,612
Other	88,625	46,323	104,971
<b>Total revenue</b>	<b>11,964,729</b>	<b>12,916,315</b>	<b>12,632,116</b>
<b>Expenses</b>			
Salaries and benefits - staff	7,113,926	5,536,018	5,245,466
Administration and occupancy (Note 12)	2,046,295	1,202,262	1,388,712
Promotions and advertising	1,582,765	1,117,870	1,110,910
Salaries and benefits - members	860,218	669,145	1,228,850
Professional fees	583,383	501,765	584,260
Donations	168,750	459,750	170,750
Affiliations	523,410	450,182	417,823
Amortization	127,620	139,692	131,711
Travel	815,851	123,115	481,857
Grants	171,000	94,623	111,697
Meetings	459,890	47,290	451,499
Accommodation	514,663	24,057	241,578
Condo	33,636	18,431	17,762
<b>Total expenses</b>	<b>15,001,407</b>	<b>10,384,200</b>	<b>11,582,875</b>
<b>Excess (deficiency) of revenue over expenses</b>	<b>(3,036,678)</b>	<b>2,532,115</b>	<b>1,049,241</b>



## Statement of Changes in Net Assets

For the year ended December 31, 2020

	<i>Appropriated net assets (Note 9)</i>	<i>Available net assets</i>	<b>2020</b>	<b>2019</b>
Net assets, beginning of year	14,762,862	4,532,044	19,294,906	18,245,665
Excess (deficiency) of revenue over expenses	(918,772)	3,450,887	2,532,115	1,049,241
Transfers from available net assets	3,109,014	(3,109,014)	-	-
Net assets, end of year	16,953,104	4,873,917	21,827,021	19,294,906

## Statement of Cash Flows

For the year ended December 31, 2020

	<b>2020</b>	<b>2019</b>
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Cash received from members	12,548,445	12,245,293
Operating expenses paid	(4,193,339)	(4,823,710)
Cash paid for salaries and benefits	(6,190,362)	(6,556,798)
Cash received for interest	21,039	40,948
	<b>2,185,783</b>	<b>905,733</b>
<b>Investing</b>		
Purchase of capital assets	(193,496)	(43,983)
Proceeds on disposal of capital assets	1,100	250
	<b>(192,396)</b>	<b>(43,733)</b>
<b>Increase in cash resources</b>	<b>1,993,387</b>	<b>862,000</b>
<b>Cash resources, beginning of year</b>	<b>2,049,276</b>	<b>1,187,276</b>
<b>Cash resources, end of year</b>	<b>4,042,663</b>	<b>2,049,276</b>

**1. Incorporation and nature of the organization**

Saskatchewan Union of Nurses ("SUN") is registered under the Trade Unions Act of Canada. The Organization's primary purpose is to play an advocacy role to protect the rights of members, individually and collectively, and to enhance the socio-economic and general welfare of members through collective bargaining, research and education.

SUN is exempt from income taxes under Section 149 of the Income Tax Act, Canada.

**2. Significant accounting policies**

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada using the following significant accounting policies:

**Marketable securities and investments**

Marketable securities and investments are recorded at fair value. Changes in market value are reported in the statement of operations as unrealized investment gains (losses).

**Capital assets**

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the declining balance method at rates intended to amortize the cost of assets over their estimated useful lives, except leasehold improvements and computer software. Amortization on leasehold improvements is provided using the straight line method over the term of the lease. Computer software is amortized using the straight-line method over an estimated five year useful life.

	<b>Rate</b>
Buildings	4 %
Computer equipment	30 %
Computer software	5 years
Furniture and fixtures	20 %
Leasehold improvements	10 years
Land improvements	8 %
Incorporation costs	7 %

**Revenue recognition**

Member dues are recognized in operations in the period to which they apply and collectibility is reasonably assured.

Investment income and other revenue is recognized in operations when earned and in the period to which it relates. Other revenue relates to income earned on condominium rental and administrative fees. SUN Merchandise Sales are recorded as revenue at the point of sale.

**Appropriation**

Net assets are appropriated for specified purposes by policy of the Board of Directors. Appropriations are initially determined by an allocation of member dues and adjusted for related expenditures and transfers from (to) available net assets. The purpose of the appropriations is to set aside funds for expenditures anticipated in future years. The Board approves all transfers.

**2. Significant accounting policies** *(Continued from previous page)****Fund accounting***

SUN follows the deferral method of accounting for contributions and reports using fund accounting, and maintains 11 funds:

- The Operating Fund is used to account for all revenue and expenses related to general and ancillary operations of SUN.
- The Collective Bargaining Defense Fund is used to defend collective bargaining including providing strike and/or lock out pay, covering member and staff expenses associated with collective bargaining as well as strike or labour dispute averting or supporting campaigns and covering staff and legal expenses associated with running and settling a labour dispute.
- The Campaign Fund is used to reduce the financial burden on the budget while undertaking multi year campaigns.
- The Legal Challenge Fund is used to fund costs associated with legal and legislation challenges that have an impact on members.
- The Legal Assistance Fund is used to fund the legal assistance costs for members.
- The Membership Education Fund is used to fund members unbudgeted internal or external education opportunities.
- The Capital Fund is used to reduce the financial burden on the yearly budget to cover major capital expenditures.
- The Convention Fund is used to reduce the financial burden on the yearly budget to cover member attendance at various conventions.
- The Saskatchewan Health Coalition Fund is used to reduce the financial burden on the yearly budget to fund a multiyear commitment to the Saskatchewan Health Coalition.
- The Pandemic Response Fund is used to include virtual event support, virtual platforms, virtual voting at general meetings and enhanced member education.
- The Succession Planning Fund is used to identify long range human resource needs through assessment, development, and mentorship. Also, to support human resource planning that includes but is not limited to planned/unplanned vacancies, organizational movement, and member engagement. The fund is intended to encompass in-scope, out-of-scope and elected positions.



**2. Significant accounting policies** *(Continued from previous page)***Measurement uncertainty**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary.

SUN capital assets have finite useful lives. Consequently, the amortization amount of these assets is allocated on a systematic basis over their useful lives. Judgement is therefore required on:

- The determination of the useful lives, as this is based on the management's estimates regarding the period over which the assets are expected to produce; and
- The determination of the amortization method.

Both the amortization period and method have an impact on the amortization expense that is recorded in each period.

Employee benefit accruals include estimates for vacation, overtime and retiring allowance that have been earned.

Accounts payable and accruals include an estimate for member leaves of absence. Member leaves of absence are based on the pay rates and the number of hours of leave for each of the members.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenue and expenses in the periods in which they become known.

**Financial instruments**

SUN recognizes its financial instruments when the SUN becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, SUN irrevocably elected to subsequently measure cash, marketable securities and investments at fair value. SUN subsequently measures all other financial assets and liabilities at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess of revenue over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at amortized cost or cost.

**Financial asset impairment:**

SUN assesses impairment of all of its financial assets measured at cost or amortized cost. Management considers whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, SUN determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, SUN reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

SUN reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess (deficiency) of earnings in the year the reversal occurs.

## Notes to the Financial Statements

For the year ended December 31, 2020

### 2. Significant accounting policies (Continued from previous page)

#### Employee future benefits

The SUN has a defined benefit plan under which both the Organization and employees make contributions. SUN's obligations to the multiemployer plan is limited to the monthly required contributions.

### 3. Marketable securities

SUN has various short term marketable securities with interest rates between 1.86% to 3.02% (2019 - 2.12% to 2.96%) and maturity dates ranging between March 2021 to December 2021 (2019 - January 2020 to October 2020). Marketable securities, held by brokers, are comprised of the following:

	2020	2019
Cash account	13,621	96
Guaranteed investment certificates, investment savings account	14,891,750	2,865,105
	<b>14,905,371</b>	<b>2,865,201</b>

### 4. Investments

SUN has various long term investments with interest rates ranging between 0.82% to 2.47% (2019 - 2.06% to 3.02%) and maturity dates ranging between January 2022 to September 2023 (2019 - April 2021 to December 2021).

	2020	2019
Guaranteed investment certificates	1,498,087	13,202,650

### 5. Capital assets

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Land	181,000	-	181,000	181,000
Buildings	1,674,187	750,635	923,552	874,228
Computer equipment	578,002	412,320	165,682	120,986
Computer software	188,072	150,458	37,614	75,229
Furniture and fixtures	281,526	241,280	40,246	42,359
Leasehold improvements	22,719	21,635	1,084	2,169
Land improvements	24,551	18,836	5,715	6,212
Incorporation costs	704	624	80	86
	<b>2,950,761</b>	<b>1,595,788</b>	<b>1,354,973</b>	<b>1,302,269</b>

### 6. Financial instruments

SUN, as part of its operations, carries a number of financial instruments. It is management's opinion that SUN is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### Credit concentration

SUN's accounts receivable consist of member dues receivable, the majority of which are from government-related entities. Management believes that there is no unusual exposure associated with the collection of these receivables.

## Notes to the Financial Statements

For the year ended December 31, 2020

### 6. Financial instruments (Continued from previous page)

#### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

Marketable securities and Investments consist primarily of commercial high-grade guaranteed investment certificates and an investment savings account. Accordingly the portfolio maximizes coverage under the Canadian Deposit Insurance Corporation and provides for a return that is low risk and of the most favourable interest rates.

Interest rate risk is mitigated due to the relatively short term nature of the marketable securities and investments.

### 7. Employee accruals

Accrued employee benefits consist of the following:

	2020	2019
Vacation pay	430,591	412,114
Overtime pay	67,003	58,520
Retiring allowances	193,919	202,485
Other	168	3,761
	<b>691,681</b>	<b>676,880</b>

The retiring allowance is available to employees having 15 years of service at SUN and whom are at least 55 years of age. Upon either retirement or resignation, each employee shall receive this pay which shall be in the amount of 5 days multiplied by the employee's daily pay rate multiplied by the employee's number of years of service at SUN.

### 8. Employee future benefits

#### Defined benefit plan

The SUN has a defined benefit plan under which both the Organization and employees make contributions. Saskatchewan Union of Nurse's contributions are 10% of the individual's annual salary and corresponding expense totalled \$199,489 in 2020 (2019 - \$175,270). SUN's obligations to the multiemployer plan is limited to the monthly required contributions.

### 9. Appropriated net assets

	Balance, beginning of year	Net income (expenses)	Transfers	Balance, end of year
Collective Bargaining Defense Fund	5,348,921	(149,391)	650,000	5,849,530
Campaign Fund	4,171,433	(765,201)	1,000,000	4,406,232
Legal Assistance Fund	250,000	-	-	250,000
Member Education Fund	250,000	12,617	(12,617)	250,000
Capital Fund	1,337,867	-	56,504	1,394,371
Legal Challenge Fund	2,000,000	(15,127)	15,127	2,000,000
Convention Fund	1,344,641	(1,670)	150,000	1,492,971
Saskatchewan Health Coalition Fund	60,000	-	-	60,000
Succession Plan Fund	-	-	500,000	500,000
Pandemic Response Fund	-	-	750,000	750,000
	<b>14,762,862</b>	<b>(918,772)</b>	<b>3,109,014</b>	<b>16,953,104</b>



## Notes to the Financial Statements

For the year ended December 31, 2020

### 10. Commitments

SUN has entered into various lease agreements with estimated minimum annual payments as follows:

2021	254,094
2022	91,340
2023	55,855
	<u>401,289</u>

### 11. Budget information

During the year, the Board approved its operating budget based on planned expenses and current year sources of revenue. The budget balances have been attached for information purposes only and are unaudited.

### 12. Administration and occupancy expenses

Administration and occupancy expenses are comprised of the following:

	2020	2019
Books and subscriptions	54,942	58,201
Contract services	320,925	409,095
Courier	7,877	17,179
Equipment rentals	119,520	153,586
Insurance	28,416	29,256
Miscellaneous	27,485	73,968
Office rent and utilities	215,149	219,811
Office supplies	37,576	63,806
Postage	42,688	56,153
Property taxes	32,386	31,751
Repairs and maintenance	195,893	171,457
Telephone	119,405	104,449
	<u>1,202,262</u>	<u>1,388,712</u>

### 13. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.

### 14. Significant event

Commencing in March 2020, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. Relating to the 2020 fiscal year, the COVID-19 outbreak had no impact on the organization's revenues. The outbreak did cause a decrease in expenses related to travel and accommodations as a result of restrictions in place related to gatherings of groups of people. At the time, it is unknown the extent of the impact the COVID-19 outbreak may have on SUN moving forward as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

# ANNUAL MEETING & EDUCATION DAY

APRIL 13 – EDUCATION DAY | APRIL 14-16 – ANNUAL MEETING

Due to the on-going COVID-19 pandemic and subsequent public health orders in place, we are unable to come together this April to listen, learn, support, and encourage each other with constructive and respectful debate, laughter, and good friends from across the province.

While we may be apart a little longer, we will be together at the 2021 Annual Meeting ... virtually.



## April 13 | Education Day

This half-day virtual education session will focus on building and supporting **Healthy Members, Healthy Communities, Healthy Union**. Join us to learn from our valued partners:

- Healthy Members
  - Mental Health: It's Time To Talk  
*Keynote: Alan Kehler, Out From The Shadows Consulting*
- Healthy Communities
  - Prairie Harm Reduction – *Jason Mercredi, Executive Director*
  - Metis Addictions Council of Saskatchewan (MACSI) – *Raymond Laliberte, Executive Director, and Emily Bocking*
- Healthy Union
  - Food Banks of Saskatchewan – *Laurie O'Connor, Executive Director*

The Education Day will be streamed on SUN's virtual event space in the same manner as the Education Conference and Power Conference.

TIME: 1:00 pm – 4:00 pm

## April 14-16 | Annual Meeting

While the 2021 Annual Meeting will look slightly different than previous years, members will continue to have the opportunity to have voice, show support for the work of the Union, seek clarification on business matters, and vote on resolutions, motions and elections — all from the safety and comfort of your own home.

To ensure members are able to speak and engage in the democratic process, the **Annual Meeting will be hosted on the Zoom platform**, while voting on motions, resolutions, and elections will take place using the **online voting service, ElectionBuddy**.

TIME: Call to Order is 9:00 am each day.

## April 14 | Virtual Fun Night

They say laughter is the best medicine — so let's laugh!

This virtual Fun Night promises to deliver giggles, snorts, deep belly chuckles and bring tears to your eyes from laughing along with hilarious and well-known Canadian comedians. Visit the Annual Meeting website to learn more about the entertainers.

TIME: 7:00 pm – 9:00 pm

## REGISTRATION FEES

**There is NO REGISTRATION FEE to attend the 2021 Annual Meeting, Education Day or Fun Night; however, registration is required.**

Visit Annual Meeting Website – [sun.swoogo.com/2021-Annual-Meeting](https://sun.swoogo.com/2021-Annual-Meeting) – for more information and/or register. ■

# ANNUAL MEETING PLATFORMS

ENSURING MEMBERS CAN HAVE A VOICE AND ENGAGE IN THE DEMOCRATIC PROCESS ARE TWO KEY COMPONENTS OF A SUCCESSFUL ANNUAL MEETING.

## TO PARTICIPATE IN THE 2021 ANNUAL MEETING & EDUCATION DAY

MEMBERS WILL BE ENGAGING IN THE SCHEDULED EVENTS UTILIZING THE BENEFITS OF THREE (3) DIFFERENT PLATFORMS

### SUN's Virtual Event Space

Similar to the Education Conference and the Power Conference held in 2020, the 2021 Education Day will be hosted on SUN's Virtual Event Space.

To engage with our speakers, members are encouraged to enter questions into the Q&A module and post comments into the chat room.

No webcam or microphone is required to participate in events held on SUN's Virtual Event Space.

Requirements:

- Computer/laptop/tablet or mobile device with internet and sound.
- Stable internet connection
- Compatible web browser:
  - Firefox 20 and later
  - Safari 6 and later
  - Chrome 19 and later
  - Edge 40 and later
  - *Internet Explorer is no longer supported by the event platform.*

### Zoom

Utilizing a familiar system, the business portion of the Annual Meeting will be hosted on Zoom.

Through the Zoom platform, members will be able to speak to the Chair to seek clarification or raise in favour or against a resolution or motion.

Requirements:

- Computer/Laptop/Tablet or mobile device with internet
- Zoom Cloud Meetings App (if required, system will prompt you to download on entry to meeting)
- Microphone is required to speak during meeting
- Webcam camera is recommended
- Stable internet connection

**There will not be a phone-in option available for this meeting.**

### Election Buddy

Voting on motions, resolutions, amendments and elections will be conducted via the online voting platform, ElectionBuddy.

The voting platform will run concurrent to the Annual Meeting running on the Zoom platform; attendees will be required to navigate between the two platforms. Accessing each platform on a separate device is strongly encouraged.

Requirements:

- Computer/Laptop/Tablet or mobile device with internet
- Access to email for voting credentials ■

### ORIENTATION SESSIONS

Members are encouraged to attend a short orientation session to learn more about the above platforms and how to engage in the 2021 Annual Meeting.

Tuesday, April 6  
0900 | 1200 | 2000

Wednesday, April 7  
0900 | 1200 | 2000

Thursday, April 8  
0900 | 1200



**SASKATCHEWAN  
UNION OF NURSES**

# 47<sup>TH</sup> SUN ANNUAL MEETING AGENDA

## AGENDA NOTES

### BYLAW 3.02

A tentative agenda for the Annual Meeting will be printed in the annual Year in Review and Annual Meeting Guide. A final agenda, if different than the tentative agenda, shall be available at the Annual Meeting prior to the vote on adoption of the agenda.

### URGENT RESOLUTIONS

Urgent Resolutions may be submitted to the Constitution, Bylaws & Resolutions Committee until 1200 hours, April 15, 2021. Further information on process to be provided.

## GENERAL AGENDA TIMES

Call to Order:	0900
Morning Break:	1000 to 1015
Morning Break:	1100 to 1115
Lunch Break:	1200 to 1315
Call to Order:	1315
Afternoon Break:	1415 to 1430
Adjournment:	1530

## April 14, 15, 16, 2021 – Virtual Meeting

### ORDER OF BUSINESS

O Canada Video

Announcements

Introductions: Board of Directors, Guests, Parliamentarian

Credentials Report

Approval of Agenda

Approval of 2019 Minutes

Disposition of 2019 Resolutions

President's Address

First Vice-President's Report

Auditor's Report

Linda Silas, CFNU President

Committee Reports

- Constitution, Bylaws and Resolutions Committee
- Nominations Committee
- Program Committee

Leadership Awards Presentation

Lori Johb, SFL President

Constitution, Bylaws and Resolutions Report

Elections for Vacant Positions

Discussion Paper Presentation

New Business

Unfinished Business

Announcement of 2022 Annual Meeting

Nominations Committee:

- Elections Results
- Introduction of Board of Directors

Presidential Address

- Adjournment

# RESOLUTIONS REPORT

## COMBINED REPORT OF RESOLUTIONS FROM 2020 AND 2021

### Constitutional Amendment

**1** Amend Article 4.02 by adding “or May”.

If amended:

#### ARTICLE 4 – GOVERNING BODY

4.02 The Union shall hold an annual meeting in the month of April **or May** in each year at such time and place as may be determined by the Board.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

### Bylaw Amendments

**2** Amend Bylaw 1.02 by adding “Send may also be deemed to refer to transmission through appropriate electronic communication.”

If amended:

1.02 Unless otherwise expressly provided, “send” shall be deemed to refer to transmission by prepaid regular mail, and a document shall be deemed to have been sent on the date on which it or the envelope enclosing it was postmarked. **Send may also be deemed to refer to transmission through appropriate electronic communication.**

Constitution, Bylaws & Resolutions Committee (2020)

☐ Carried ☐ Amended ☐ Defeated

**3** Amend Bylaw 2 by adding as new Bylaw 2.06 and renumbering.

If amended:

**NEW 2.06 Any board member running or elected as a member of the legislative assembly or member of parliament office shall resign from appointed/ elected SUN positions.**

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**4** Amend Bylaw 2.12 by moving paragraph that starts with “Where a Local dissolves ...” to new Bylaw 2.13 and renumbering, and then deleting “reverted to the SUN District Council” and adding “held in trust”.

If amended:

2.12 In any situation in which there is reason to believe that a Local has adopted or undertaken policies or activities contrary to the objectives and policies of the Union, the Board shall conduct an investigation into the affairs of the Local and the Board may upon a two-third ( $\frac{2}{3}$ ) vote:

- i) Suspend the Charter of the Local on such terms and conditions as the Board may see fit. Suspension of such Charters means all members of said Local shall lose their good standing until the terms and conditions as set by the Board have been met; or
- ii) Appoint a trustee or trustees for the Local, and
- iii) Require the Local to amend and rectify any policies or activities contrary to the principles and policies of the Union. This request will be given in writing to the Local stating a period of time allowed to rectify the situation.



Where the Board makes any of the orders provided above, the Board may order that all funds and properties of any nature held by the Local shall revert to the Union to be held in trust for the purposes of effecting a reorganization of the said Local or said Local becomes active.

**NEW** 2.13 Where a Local dissolves, secedes or voluntarily surrenders its Charter, the Board may order that all funds and properties of any nature held by the Local shall be ~~reverted to the SUN District Council~~ **held in trust.**

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**5** Amend Bylaw 3.03 i) by adding "If January 7 falls on the weekend, the deadline will be the next business day."

If amended:

3.03 i) Throughout the year and up to January 7, any member may submit to the Constitution, Bylaws and Resolutions Committee, constitutional amendment(s), bylaw amendment(s), SUN District Council/Local Bylaw prototype amendment(s) and resolution(s), in writing, signed by such member and a seconder. **If January 7 falls on the weekend, the deadline will be the next business day.**

Constitution, Bylaws & Resolutions Committee (2020)

☐ Carried ☐ Amended ☐ Defeated

**6** Amend Bylaw 4.04 by deleting "are employed in" and replacing with "work the majority of their work (>80%) within" and deleting "Regional Representatives shall not have employment at any base hospital." and adding "excluding base hospitals."

If amended:

4.04 Nominees for the office of Regional Representative shall be from the members of the region who **work the majority of their work (>80%) within** ~~are employed in their respective region, excluding base hospitals. Regional Representatives shall not have employment at any base hospital.~~

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**7** Amend Bylaw 4.05 by deleting "are employed in" and replace with "work the majority of their work (>80%) within."

If amended:

4.05 Nominees for the office of Base Hospital Representatives shall be from the members who **work the majority of their work (>80%) within** ~~are employed in the base hospitals.~~

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**8** Amend Bylaw 4.12 by deleting "by the last business day of the third week of February" and add "four (4) weeks prior to the commencement of the Annual Meeting."

If amended:

4.12 Ballots for all elected positions shall be sent to each member of SUN **four (4) weeks prior to the commencement of the Annual Meeting** ~~by the last business day of the third week of February.~~

Nominations Committee (2020)

☐ Carried ☐ Amended ☐ Defeated

**9** Amend Bylaw 5.05.2 by adding as new i) "Receive a two-week transition period for orientation" and renumbering.

If amended:

5.05.2 The First Vice-President shall:

**NEW i) Receive a two-week transition period for orientation.**

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**10** Amend Bylaw 6.04 i) by adding "If January 7 falls on the weekend, the deadline will be the next business day."

If amended:

6.04 The Constitution, Bylaws and Resolutions Committee shall:

- i) Have the authority to initiate, receive and prepare constitutional and bylaw amendments and resolutions for presentation to the general meeting; amendments must be submitted by January 7. **If January 7 falls on the weekend, the deadline will be the next business day.**

Constitution, Bylaws & Resolutions Committee (2020)

☐ Carried ☐ Amended ☐ Defeated

**11** Amend Bylaw 6.06 ii) by deleting "Three (3) voting members shall constitute a quorum" and replace with "A majority of the members of the Finance Committee shall constitute quorum."

If amended:

6.06 ii) **A majority of the members of the Finance Committee shall constitute quorum.**

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**12** Amend Bylaw 6.07 as follows:

- amend i) by changing "ten (10)" to "eleven (11)"
- amend ii) by adding "Nurse Practitioner defined as a member working as a Nurse Practitioner"
- amend iv) by adding "g) One (1) member who is a Nurse Practitioner"

If amended:

6.07 i) The SUN/SAHO Negotiations Committee shall be comprised of ~~ten (10)~~ **eleven (11)** members who shall be elected by and from the membership.

ii) SUN/SAHO Negotiations Committee Representation

Representation is defined as follows with the option of self-declaration as noted below.

Base Hospitals

Defined as Royal University Hospital, St. Paul's Hospital, City Hospital, Regina General Hospital and Pasqua Hospital.

Regional Hospitals

Defined as Yorkton Regional Health Centre, Battlefords Union Hospital, Victoria Hospital Prince Albert, Dr. F.H. Wigmore Regional Hospital, Cypress Regional Hospital and Lloydminster Hospital.

Community Based Facilities

Defined as hospitals other than base or regional, and wellness centres.

Integrated Facilities

Defined as facilities where acute care and long-term care merged in one facility to provide both acute care and long-term care.

Home Care

Defined as members working in home care.

Long Term Care

Defined as whole long-term care facilities and members working in integrated facilities who self-declare for long term care as identified below.

#### Public Health

Defined as those members working in agencies historically providing public health services.

#### Mental Health

Defined as members working in those agencies historically providing provincially organized mental health services, both in in-patient facilities/units and in communities. Such in-patient units are located at Weyburn, Yorkton, Swift Current, Moose Jaw, North Battleford, Prince Albert, and the Saskatchewan Hospital.

#### **Nurse Practitioner defined as a member working as a Nurse Practitioner.**

#### Self Identification

Members, with the express and written support of their locals and District Council, may self declare their representation in those circumstances where the majority of their work (>80%) is actually conducted in that field.

SUN Board of Directors shall have the authority to assign new members appropriately, utilizing the above criteria.

- iv) The SUN/SAHO Negotiations Committee shall have the following representation:
- a) Five (5) members from hospital/community based facilities
    - i. One (1) member from Saskatoon Base Hospitals
    - ii. One (1) member from Regina Base Hospitals
    - iii. One (1) member from regional hospitals
    - iv. One (1) member from community based facilities (hospitals, wellness centres)
    - v. One (1) member from integrated facilities.
  - b) One (1) member from Home Care
  - c) One (1) member from Long Term Care
  - d) One (1) member from Public Health

e) One (1) member from Mental Health

f) One (1) member from the North (defined as SUN Locals North of the 54<sup>th</sup> parallel)

#### **g) One (1) member who is a Nurse Practitioner**

Cindy McKnight, Local 246 &  
Jenna-Lee Hostin, Local 8 (2021)

☐ Carried ☐ Amended ☐ Defeated

**13** Amend Bylaw 6.07 iii) by deleting “Seven (7) voting members shall constitute a quorum” and replace with “A majority of the members of the SUN/SAHO Negotiations Committee shall constitute quorum.”

If amended:

6.07 iii) **A majority of the members of the SUN/SAHO Negotiations Committee shall constitute quorum.**

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**14** Amend Bylaw 6.15 ii) by deleting “Four (4) voting members shall constitute a quorum” and replace with “A majority of the members of the Program Committee shall constitute quorum.”

If amended:

6.15 ii) **A majority of the members of the Program Committee shall constitute quorum.**

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**15** Amend Bylaw 7 by changing “accused” to “defendant” throughout.

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

## 16 Amend Bylaw 7.05 as follows:

- in 1<sup>st</sup> paragraph amend by replacing “the First Vice-President” with “one (1) person who is not a member of the Union and possesses appropriate qualifications to conduct investigations”, and by adding “all” before “appointed by the Board of Directors”
- under Dismissal, amend by adding “either” before “deemed”; adding after “without merit” the words “or does not fall within the Union’s jurisdiction”; adding “A decision of the Complaints Investigation Committee to dismiss a complaint is final.”
- amend by adding between Mediated Settlement and Referral to Discipline Committee “Caution — The Complaints Investigation Committee may issue a formal caution, providing advice to the accused in relation to the member’s conduct.”
- in 4<sup>th</sup> paragraph, amend by adding “use it’s best efforts to” and delete “where possible”; change “ninety (90) days” to “one hundred twenty (120) days”
- in 5<sup>th</sup> paragraph, amend by adding “and the complainant”; delete “address” and add “addresses for each”

If amended:

### 7.05 Complaints Investigation Committee

The Complaints Investigation Committee shall be comprised of ~~the First Vice President~~ **one (1) person who is not a member of the Union and possesses appropriate qualifications to conduct investigations** and two (2) general members, all appointed by the Board of Directors.

All complaints filed pursuant to Bylaw 7.02 shall be referred to the Complaints Investigation Committee for disposition. Disposition may be as follows:

#### Dismissal

The Complaints Investigation Committee shall investigate the complaint and shall dismiss the complaint if it is **either** deemed to be without merit **or does not fall within the Union’s jurisdiction**. The Complaints Investigation Committee will notify the Executive Director of its decision. **A decision of the Complaints Investigation Committee to dismiss a complaint is final.**

#### Mediated Settlement

The Complaints Investigation Committee shall have the power and discretion to convene a settlement conference and to mediate a settlement between the parties, or if necessary, request that a mediator who is not a member of the Union be appointed to mediate a settlement. The Complaints Investigation Committee will notify the Executive Director of its decision.

#### Caution

**The Complaints Investigation Committee may issue a formal caution, providing advice to the accused in relation to the member’s conduct.**

#### Referral to Discipline Committee

The Complaints Investigation Committee shall have the power and the discretion to refer the complaint to the Discipline Committee. This decision shall be final and binding.

In the course of its duties under this bylaw the Complaints Investigation Committee may require the attendance of the complainant, the accused and any other persons who may have information relevant to the investigation of the complaint at meetings convened by the Complaints Investigation Committee.

In all cases, the Complaints Investigation Committee shall **use it’s best efforts to** ~~where possible~~ conclude the proceedings with respect to the complaint within ~~ninety (90) days~~ **one hundred twenty (120) days** of receiving the complaint and notify the Executive Director of the outcome of the complaint.

The Executive Director shall notify the accused **and the complainant** of the decision of the Complaints Investigation Committee by Registered Mail within fourteen (14) days to the ~~address~~ **addresses for each** shown in the SUN database.

All decisions of the Complaints Investigation Committee shall remain on file excluding the identity of the complainant and the accused.

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**17** Amend Bylaw 7.06 in the 1<sup>st</sup> paragraph by deleting “the Second Vice President” and replacing with “one (1) person who is not a member of the Union and possesses appropriate experience in disciplinary matters” and add “all” before “appointed by the Board of Directors.”

If amended:

#### 7.06 Discipline Committee

The Discipline Committee shall be comprised of the ~~Second Vice President~~ **one (1) person who is not a member of the Union and possesses appropriate experience in disciplinary matters** and two (2) general members, **all** appointed by the Board of Directors.

The Discipline Committee shall hear the charges and evidence and shall determine the guilt or innocence of the accused member in respect to the charges and penalty, if any.

The hearing shall be convened, if possible, within sixty (60) days of the referral of the complaint to the Discipline Committee. The Executive Director shall provide the following information by Registered Mail to the accused and the complainant within thirty (30) days prior to the hearing:

- The time, date, location of the hearing.
- The alleged breach of duty and details of the alleged breach.
- Names of the three members serving on the Discipline Committee.

The accused may challenge for reasonable cause the appointment of the general members to the Discipline Committee. The accused shall submit any challenges to the President within three (3) days of receiving notice of the appointment of the general members to the Discipline Committee. If the President considers the challenge valid, the President will disqualify the person challenged and select another general member to sit on the Discipline Committee.

If the President is unavailable or has an interest in the hearing which raises a reasonable apprehension of bias, the Board of Directors shall designate a Regional Representative or a Base Hospital Representative to carry out the functions of the President. In the event that a member of the Discipline Committee is participating in a hearing at the time their term expires, the member will retain jurisdiction until the proceedings are completed.

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

#### **18** Amend Bylaw 7.13 as follows:

- in 6<sup>th</sup> paragraph, amend by deleting “on submission of the accused and the complainant” and replace with “solely on the decision of the Discipline Committee. Written submissions of the accused and the complainant are not required, but may be filed with the Appeals Committee. If written submissions are forthcoming, they must be provided to the Appeals Committee at least three (3) days in advance of the scheduled date of the appeal hearing. Oral submissions may be made by both parties at the appeal hearing.”
- amend by deleting paragraph 10 and replace with “The decision of the Appeals Committee is final and conclusive.”

If amended:

#### 7.13 Appeals

The President and three (3) Regional or Base Hospital representatives will constitute the Appeals Committee.

The accused or the complainant may appeal the decision of the Discipline Committee on the merits of the charge or on the penalty imposed to the Appeals Committee.

The appeal must be in writing, state fully the reasons for the appeal, and be delivered to the Executive Director within thirty (30) days following notice of the decision of the Discipline Committee.



The Appeals Committee shall hear the appeal within sixty (60) days of receipt of the appeal.

The Appeals Committee shall review the decision of the Discipline Committee, the reasons if they have been written, and the appeal of the appealing member.

Unless the Appeals Committee determines otherwise, evidence shall not be called and the hearing shall be based **solely on the decision of the Discipline Committee. Written submissions of the accused and the complainant are not required, but may be filed with the Appeals Committee. If written submissions are forthcoming, they must be provided to the Appeals Committee at least three (3) days in advance of the scheduled date of the appeal hearing. Oral submissions may be made by both parties at the appeal hearing.** ~~on submission of the accused and the complainant.~~

The Appeals Committee may grant adjournments to the appeal before commencement or during the appeal upon conditions it considers appropriate.

The Appeals Committee may dismiss the appeal or allow the appeal.

The accused and the complainant may address the Appeals Committee as to the appropriate penalty before it is imposed.

~~The Appeals Committee may set aside any penalty imposed by the Discipline Committee; and if the result of the appeal is a decision that the accused is guilty, impose a penalty that is in keeping with the nature and circumstance of the accused's breach of duty under the Constitution and Bylaws.~~

**The decision of the Appeals Committee is final and conclusive.**

The Union, its Officers and its Members are not liable for any damages suffered by a member as a result of a penalty imposed on the member by the Discipline Committee and later set aside on appeal to the Appeals Committee or to any other court or tribunal.

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**19** Amend Bylaw 8.02 by changing \$5.00 to \$25.00.

If amended:

8.02 Every Local shall establish a Local dues structure of at least **twenty-five dollars (\$25.00)** ~~five dollars (\$5.00)~~ per member per month in which the member has worked in addition to the Union dues which are determined from time to time by the membership.

Joanne Kardash, Local 62 &  
Linda Suchorab, Local 62 (2020)

☐ Carried ☐ Amended ☐ Defeated

**20** Amend SDC Bylaw 4.01 by adding "previous meeting minutes, documentation of all previous financial decisions."

If amended:

4.01 The SUN District Council shall hold an annual meeting with members in the District between September 1<sup>st</sup> and October 31<sup>st</sup> of each calendar year for the purpose of receiving the annual reports of the officers and committees for the previous business year, **previous meeting minutes, documentation of all previous financial decisions,** and transacting such other business as may be brought before it.

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**21** Amend SDC Bylaw 6.02 by adding “The SUN District Council Chairperson and Treasurer cannot be the same person and cannot be a combined role.”

If amended:

6.02 Where desirable, the offices of SUN District Council Chairperson and Vice-Chairperson, Secretary and Treasurer may be combined for a two-person executive. **The SUN District Council Chairperson and Treasurer cannot be the same person and cannot be a combined role.**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**22** Amend SDC Bylaw 6.03 iv) by adding as new c) “request to receive copy or report on all financial decisions and transactions from other signing officers”

If amended:

6.03 The duties of the officers of the SUN District Council shall be:

iv) The Treasurer shall:

- a) SUN District Council and give official receipts for all monies received;
- b) deposit all monies received in the name of the SUN District Council in such financial institution as the executive may direct;
- c) request to receive copy or report on all financial decisions and transactions from other signing officers;**
- d) prepare an annual financial statement of the SUN District Council.

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**23** Amend SDC Bylaw 8 – REVENUE by adding as new SDC Bylaw 8.01 and renumbering.

If amended:

**NEW 8.01 “SUN District Councils will create financial policies to provide direction regarding financial practices.”**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**24** Amend SDC Bylaw 8.05 by adding “The SUN District Council shall appoint or elect three (3) members to be named as signators. Cheque signers can include any other appointed or elected signators as determined by the membership. Cheques cannot be signed by the recipient of the cheque.”

If amended:

**8.05 The SUN District Council shall appoint or elect three (3) members to be named as signators. Cheque signers can include any other appointed or elected signators as determined by the membership. Financial business of the SUN District Council, such as withdrawal of funds or transactions by cheque, must be signed by any two (2) of the following officers of the SUN District Council: Chairperson, Vice Chairperson, Secretary or Treasurer, or any other appointed or elected signators as determined by the membership. Cheques cannot be signed by the recipient of the cheque.**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**25** Amend SDC Bylaw 8.07 by adding “and be reflected in financial policy”.

If amended:

8.07 The expense allowance of paid officers of the SUN District Council, if any, shall be fixed by the membership of the SUN District Council **and be reflected in financial policy** at the meeting at which such paid officers are to be elected. Thereafter, such expense allowance shall not be increased during the terms of their office except by a special meeting of the membership of the SUN District Council called for such purpose.

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**26** Amend SDC Bylaw 8.08 by adding “Provisions for payment of honourariums or wage replacement shall be reflected in financial policy.”

If amended:

8.08 Any payment of honourariums or wage replacement, regardless of dollar amount, must be processed through a payroll system that will do appropriate deductions and will become taxable income according to Canada Revenue Agency regulations. **Provisions for payment of honourariums or wage replacement shall be reflected in financial policy.**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**27** Amend Local Bylaw 4.01 by adding “previous meeting minutes, documentation of all previous financial decisions”.

If amended:

4.01 The Local shall hold an annual meeting between September 1<sup>st</sup> and October 31<sup>st</sup> of each calendar year for the purpose of electing officers and committees, receiving the annual reports of the officers and committees for the previous business year, **previous meeting minutes, documentation of all previous financial decisions**, and transacting such other business as may be brought before it.

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**28** Amend Local Bylaw 5.02 as follows:

- i) amend by adding “If elections are held in advance of the annual meeting, then results shall be announced at the annual meeting.”
- ii) amend by deleting “local”
- iii) amend by adding “/appointed”
- iv) amend by changing term of office to one year, or two year, or longer as Local may desire

If amended:

#### Elections

5.02 i) The executive shall be elected at the annual meeting. **If elections are held in advance of the annual meeting, then results shall be announced at the annual meeting.**

- ii) The SUN District Council representative(s) nominated from each facility/agency shall be elected to the executive at the ~~local~~ annual meeting.

- iii) The Occupational Health and Safety Representative(s) will be elected/**appointed** at the annual meeting.
- iv) In the absence of nominees for committees, the executive may appoint members to said committees.
- v) Elections of Executive and committees for the Local shall be by secret ballot and shall require a majority of the votes cast. ~~The term of office is for a period of one (1) year except for the SUN District Council Representative whose term of office is for two (2) years.~~ **The term of office is for a period of \_\_\_\_one (1) year or \_\_\_\_two (2) years or such longer term \_\_\_\_ years as the Local may desire. [Please check and initial the appropriate term]**

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**29** Amend Local Bylaw 6.02 by adding “The President and Treasurer cannot be the same person and cannot be a combined role.”

If amended:

- 6.02 Where desirable, the offices of president and vice-president, secretary and treasurer may be combined for a two-person executive. **The President and Treasurer cannot be the same person and cannot be a combined role.**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**30** Amend Local Bylaw 6.04 v) by adding as new c) “request to receive copy or report on all financial decisions and transactions from other signing officers.”

If amended:

6.04 The duties of the officers of the Local shall be:

- v) The Treasurer shall:
  - a) receive all monies paid into the Local and give official receipts for all monies received;
  - b) deposit all monies received in the name of the Local in such financial institution as the executive may direct;
  - c) **request to receive copy or report on all financial decisions and transactions from other signing officers.**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**31** Amend Local Bylaw 7.04 by adding “Audit/review of the Local’s financials should be conducted by an arms-length third party” and remove “of the auditor”.

If amended:

- 7.04 There may be an annual audit **or review** of the accounts of the Local’s financials with the report ~~of the auditor~~ to be presented to the annual meeting of the Local. **Audit/review of the Local’s financials should be conducted by an arms-length third party.**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**32** Amend Local Bylaw 7.05 by adding “The Local shall appoint or elect three (3) members to be named as signators. Cheque signers can include any other appointed or elected signators as determined by the membership. Cheques cannot be signed by the recipient of the cheque.”

If amended:

**7.05 The Local shall appoint or elect three (3) members to be named as signators. Cheque signers can include any other appointed or elected signators as determined by the membership.** Financial business of the Local, such as withdrawal of funds or transactions by cheque, must be signed by any two (2) of the following officers of the Local: President, Vice-President, Secretary or the Treasurer, **or any other appointed or elected signators as determined by the membership. Cheques cannot be signed by the recipient of the cheque.**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

**33** Amend Local Bylaw 7.06 by adding “Provisions for payment of honourariums or wage replacement shall be reflected in financial policy.”

If amended:

**7.06** The expense allowance of paid officers of the Local, if any, shall be fixed by the membership of the Local at the meeting at which such paid officers are to be elected. Thereafter, such expense allowance shall not be increased during the terms of their office except by a special meeting of the membership of the Local called for such purpose. **Provisions for payment of honourariums or wage replacement shall be reflected in financial policy.**

Constitution, Bylaws & Resolutions Committee (2021)

☐ Carried ☐ Amended ☐ Defeated

## Policy Amendments

### Board Policies

**34** Intent to delete Board Policy 005-B-2007 (Absence of Board Members).

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**35** Intent to delete Board Policy 006-B-2007 (Communications).

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**36** Intent to amend Board Policy 008-B-2007 (Board Appointed Representatives) by changing 3sHealth and SNF to the First Vice-President will be appointed.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**37** Intent to amend Board Policy 011-B-2007 (Development Days for Board Members) by renaming as Board Days & Professional Development.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated



**38** Intent to amend Board Policy 017-B-2007 (Convention Delegate Status) by adding “or designate” to Directors.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**39** Intent to amend Board Policy 021-B-2009 (Funding for Other Committee Positions) by merging this policy with 008-B-2007 (Board Appointed Representatives) and removing reference to staff.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

### Membership Policies

**40** Intent to amend Membership Policy 002-M-2007 (Member Information Confidentiality) by removing reference to contact lists and ensuring policy allows equitable access to membership to union leadership levels and in the election process; and to remove cost recovery; and to include an authorization process to receive membership data and maintain confidentiality.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**41** Intent to amend Membership Policy 023-M-2007 (Nominations-Elections) by developing a process in cases of a tie vote in elections held at Annual Meetings.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**42** Intent to amend Membership Policy 023-M-2007 (Nominations-Elections) by changing process of Challenge Results of Election to the Executive Director will notify the Nominations Committee.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**43** Intent to amend Membership Policy 026-M-2007 (Reimbursement for Educational Events) by including stipend reimbursement for special educational events and other meetings.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**44** Intent to amend Membership Policy 031-M-2007 (President, First Vice-President Accommodation and Relocation) by moving to Board Policy and adding process to clarify accommodations.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**45** Intent to amend Membership Policy 032-M-2007 (President, First Vice-President Compensation) by moving to Board Policy.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**46** Intent to amend Membership Policy 032-M-2007 (President, First Vice-President Compensation) by removing three weeks notice of vacation and replace with that the President and First Vice-President will coordinate their vacation schedules to ensure elected coverage.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**47** Intent to amend Membership Policy 038-M-2007 (Expense Reimbursements) by moving point a) under Board and Committee Reimbursements to 011-B-2007.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**48** Intent to amend Membership Policy 038-M-2007 (Expense Reimbursements) by deleting points b), c) and d) under Board and Committee Reimbursements; and change title to Non-Reimbursement and change e) to include all members.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**49** Intent to amend Membership Policy 038-M-2007 (Expense Reimbursements) by identifying hotel provisions for Board and Committee members when attending board meetings or committee meetings.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

**50** Intent to amend Membership Policy 043-M-2009 (Sector Designations) by adding Education-based Facilities and defining as members working in education facilities.

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**51** Intent to amend Membership Policy 045-M-2010 (SUN Scholarships) by increasing these scholarships to \$1500.

- SUN Trust Award – University of Saskatchewan
- SUN Saskatchewan Innovation and Opportunity Award
- SUN Psychiatric Nursing Saskatchewan Innovation and Opportunity Memorial Award

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

**52** Intent to create new Membership Policy to provide locals and SDCs with financial tools to ensure appropriate risk management of member funds.

SUN Board of Directors (2020)

☐ Carried ☐ Amended ☐ Defeated

## Position Statements

**53** Add as NEW Position Statement  
– Masking.

### NEW MASKING

Masks are an important part of a multi-pronged approach to infection control and prevention in the context of viral respiratory diseases such as COVID-19. Masks can serve as both personal protective equipment (PPE) to guard against infection, and as a form of source control to prevent transmission from people who are already infected, whether they are aware of their status or not.

Our collective knowledge about COVID-19 is growing and changing continuously as the global pandemic unfolds. COVID-19 is principally a respiratory disease and infection can present on a spectrum from very mild symptoms to severe acute respiratory illness and death. Many people who become infected with the virus, and who have and will spread it to others, have not reported any symptoms at all.

Current evidence suggests that COVID-19 is primarily transmitted by respiratory droplets when people are in close proximity to one another. The virus can also be transmitted through contaminated surfaces or objects. Airborne transmission is likely when certain procedures that generate aerosols (referred to as Aerosol-Generating Medical Procedures or AGMPs) are performed. Experts are currently studying and discussing evidence on the extent to which COVID-19 can be spread by airborne aerosols in the absence of AGMPs. There are knowledge and research gaps related to AGMPs and airborne transmission of COVID-19 and these should be frankly acknowledged.<sup>1</sup>

What does seem clear is that **the primary vector of transmission of COVID-19 is via respiratory droplets transferred between people in close proximity to one another in the absence of appropriate infection source control and personal protection equipment.**

## Mask Wearing in Healthcare Settings

Based on what is known about COVID-19 transmission, the Saskatchewan Union of Nurse's (SUN) position on the use of masks in healthcare settings is reflected in the Joint Statement of Principles signed by the Ministry of Health, the Saskatchewan Health Authority, SUN, and other unions representing healthcare workers on May 15, 2020.<sup>2</sup> It states that, at a minimum, contact and droplet precautions — must be used by anyone coming into close contact with a confirmed or suspected case, and that fit-tested NIOSH-approved N95 respirators or approved equivalent or better protection must be used by anyone in a room where AGMPs are being performed, are frequent or probable, or with any intubated patients, and by anyone who enters a room before the prescribed settle time has elapsed.

The Saskatchewan Health Authority has also adopted a policy of continuous masking for all patient-facing healthcare providers to limit the chances of spreading COVID-19 in healthcare settings, and SUN supports this precaution.<sup>3</sup>

## Mask Wearing in Community Settings

A growing number of public health authorities, governments at various levels, and other public and private institutions and organizations have developed policies that encourage or require the wearing of non-medical masks in non-healthcare settings.<sup>4</sup>

The strategy of mass mask wearing by members of the public has been met with concerns regarding improper or inconsistent use, and the false sense of security that may lead to lax observation of other public measures such as hand and respiratory hygiene, and physical distancing. These are valid concerns and it must be emphasized that wearing a non-medical mask is **not a substitute for other public health measures, including hand and respiratory hygiene and practicing physical distancing.**

Others have pointed to the limited or contradictory scientific evidence — notably the lack of unequivocal evidence from randomized control trials (the medical gold standard) — regarding the effectiveness of

non-medical mask wearing by the public. There are methodological challenges in evaluating the effectiveness of large-scale public health interventions such as respiratory and hand hygiene, social distancing, and widespread masking in public settings, particularly when adherence is inconsistent or unknown.

However, when dealing with a new virus about which evidence and understanding is rapidly evolving, it is appropriate to consider a wide range of sources of evidence — including not just controlled trials, but also observational studies, mechanical reasoning, and common sense — and to employ the precautionary principle when lives are at stake.

There is good evidence that mask wearing — particularly in closed settings — can be effective at infection source control: wearers are less likely to spread the virus to others. There are also good mechanical and common sense reasons to believe that it may provide some limited measure of personal protection. Since COVID-19 mostly spreads when droplets make it from one person's respiratory system into another person's respiratory system, the use of physical barriers such as a mask over the mouth and nose can help to make that less likely and less frequent at the community level. There is no single intervention that can offer 100% infection control and protection and all available measures known to be effective can and should be applied in combination.<sup>5</sup>

### SUN's Position

It is SUN's position that the time has come to make the public health recommendation encouraging mask wearing in public settings when physical distancing cannot be maintained a mandatory public health precaution.

All public health measures depend for their effectiveness on broad and consistent adherence, and the best way to achieve this is with clear mandatory guidelines accompanied by clear communication and public education. Exceptions should be carefully considered, based on factors such as age (e.g. very young children), ability, and other factors. Efforts must also be made to ensure that members of the public have equitable access to the information and equipment they need.

The clearest benefit from public mask wearing is in reducing the likelihood of the wearer spreading the virus to others. Mask wearing is a public health measure that can benefit us all by flattening the curve of infection and providing community health protection. It is also a gesture and symbol of mutual respect and regard for one another. **I wear a mask to protect you; you wear a mask to protect me.** Making this additional precaution mandatory when physical distancing is not possible or unpredictable will help to reinforce this mutual respect and regard and ensure clarity and consistency.

As registered nurses and advocates for the health and safety of patients, families, and communities, SUN members know that re-opening is not the same thing as returning to "normal" and that we all have a responsibility to abide by public health measures and to take the simple steps we know can help to slow or stop the spread of the virus.

<sup>1</sup> See for example: World Health Organization. 2020 (Updated July 9, 2020). Q & A: How is COVID-19 transmitted? Available at: <https://www.who.int/news-room/q-a-detail/q-a-how-is-covid-19-transmitted>

<sup>2</sup> See the Joint Statement of Principles here: <https://www.saskatchewan.ca/-/media/files/coronavirus/info-for-health-care-providers/ppe/joint-statement-principles-for-protecting-health-and-safety/joint-statement-principlesfor-protecting-health-and-safety-with-signing-sheet-signed.pdf>

<sup>3</sup> See Saskatchewan Health Authority. 2020 (April 17). 'Continuous Masking Principles and Guidelines.' Available at: <https://www.saskatchewan.ca/-/media/files/coronavirus/info-for-health-care-providers/ppe/sha-continuousmasking-principles-and-guidelines.pdf>

<sup>4</sup> See for example: Public Health Agency of Canada. 2020. 'Non-medical masks and face coverings: About.' Available at: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/preventionrisks/about-non-medical-masks-face-coverings.html>; and Centers for Disease Control. 2020 (updated August 7, 2020). 'Considerations for Wearing Masks.' Available at: <https://www.cdc.gov/coronavirus/2019-ncov/preventgetting-sick/cloth-face-cover-guidance.html>

<sup>5</sup> Derek K. Chu, Elie A. Akl, Stephanie Duda, Karla Solo, Sally Yaacoub, Holger J. Schünemann, on behalf of the COVID-19 Systematic Urgent Review Group Effort (SURGE) study authors. 2020. 'Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis,' Lancet, 2020; 395: 1973-87. Available at: [https://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736\(20\)31142-9.pdf](https://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736(20)31142-9.pdf)

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

## Business Resolutions

**54** Whereas society is becoming increasingly more conscience of the environment,

Whereas lanyards do not get re-used or recycled,

Be it resolved that SUN investigate a more environmentally friendly name tag lanyard.

SUN Local 63 (2020)

☐ Carried ☐ Amended ☐ Defeated

**55** Whereas SUN supports language that is all-inclusive,

Be it resolved that all SUN documents reflect gender neutral language.

SUN Board of Directors (2021)

☐ Carried ☐ Amended ☐ Defeated

## Negotiations Considerations

**56** Article 23

A nurse practitioner seniority date shall be the date on which a permanent or temporary employee's continuous service within the bargaining unit commenced. The NP will maintain their registered nurse seniority date but also have a second nurse practitioner seniority date.

Alison Mescall, Local 107/96 and  
Nicole Aschenbrenner, Local 107 (2020)

☐ Carried ☐ Amended ☐ Defeated

**57** Article 23

That seniority list rank for those that have same seniority date — determination of the successful applicant will be by method of chance.

Jocelyn Trask, Local 101/75 and  
Stephanie Gartner, Local 75 (2020)

☐ Carried ☐ Amended ☐ Defeated



# NEGOTIATIONS CONSIDERATIONS

## DISCUSSION PAPER – SUN 2020 ANNUAL MEETING

This discussion paper is to look at the process related to the submission of Negotiation Considerations. As such we feel that it is fitting to provide a brief history about the process. In the early union days, negotiations considerations were debated on and voted on. The bargaining package was then developed based on the discussion at the conference and other important union issues.

For the 2005 negotiations, there was a campaign called “Wish Upon a Star”. This allowed any member to send in any idea for Collective Bargaining (CBA) changes they could think of. There was a lot of debate and a lot of wishes sent to the Negotiations Committee to work into a package. The difficulty was that there were many of the wishes were completely unachievable at the bargaining table. This left a lot of members upset as they did not know why their wish was not bargained into the CBA.

Since then, measures have been taken to allow the Negotiations Committee to be able to put together a package of principles towards CBA improvement. Currently, the Negotiations Committee presents the package of concepts to the members at the Bargaining Conference rather than debating specific language changes. This in turn has created issues of its own. As members still need to be able to submit ideas, these negotiations considerations now show up at the Annual Meeting to be debated on and are forwarded to the Negotiations Committee.

What the CB&R committee wants to discuss with the membership are the following issues.

1. The first issue is the fact we can't accept bargaining proposals when we are actively bargaining. The potential time frame this encompasses is all Annual Meetings until the collective agreement has been negotiated and signed. The committee believes that not sending out the request for negotiations considerations until the year that the Negotiations Committee has finished its duties and disbanded would be the best solution. In the past, CB&R Committee has found that locals are not keeping a copy of the resolution and are sending duplicate or conflicting resolutions to the Annual Meeting.
2. Past practice was for all negotiations considerations to be dealt with at the Bargaining Conference. Negotiations considerations passed there were then taken into consideration by the Negotiations Committee. Currently the Negotiations Committee does most of its work prior to the Bargaining Conference preparing a package for the membership to approve. Our question is how do grassroots members submit ideas for bargaining. Do the resolutions come to the CB&R Committee to be sent to the Annual Meeting or do they go directly to the Negotiations Committee during preparation?

3. Most negotiation resolutions have specific contract language proposed when submitted. This pre-written language makes it difficult for the union to accept partial improvements to the language. If the resolutions are passed at general meetings of the union with specific language, then the Negotiations Committee is not meeting the wishes of the assembly in taking partial gains. Regardless of where the negotiations considerations are received, they should be focused on concepts or intent rather than specific language. One allows for any improvement, the other restricts the committee to achieve the required improvement in order to be acceptable. An example would be the intent to increase the posted and confirmed period vs increasing the period to 25 calendar days.

An example of this process working was in the last collective agreement. Rather than entering into negotiations with specific language changes to the NAC process, SUN entered with the intent to improve the NAC language. This allowed for give and take between the employer and SUN, and we were able to achieve a complete overhaul of the NAC articles.

Thank you and are there any questions or comments now at this time about the discussion paper?

Submitted by the Constitution, Bylaws & Resolutions Committee ■

# ELECTIONS

## CONGRATULATIONS!

The following individuals have been **ACCLAIMED** as the successful candidate.

### BOARD OF DIRECTORS

President	Tracy Zambory, Local 49
Second Vice-President	Mark Henderson, Local 75
Regional Rep, Region 1	Barb Fisher, Local 62
Regional Rep, Region 3	Sheila Bear, Local 78
Regional Rep, Region 5	Leslie Saunders, Local 65
Regional Rep, Region 7	Kathy Dally, Local 246

### PROVINCIAL COMMITTEES

<b>CB&amp;R Committee</b>	Rachel Hyatt-Hiebert, Local 69 Candace Lahoda, Local 75 Amanda (Mandi) Senger, Local 75
<b>Finance Committee</b>	Angela Felskie, Local 9
<b>Nominations Committee</b>	Gail Kizlyk, Local 75 Garth Wright, Local 276
<b>Program Committee</b>	Catherine Araos, Local 106 Tracy Bergen, Local 75 Shauna Hugg, Local 106 Bonnie Nelson, Local 68 Yvonne Sawatzky, Local 259 ■

## Vacant Positions To BE ELECTED AT ANNUAL MEETING

Looking to get involved in the Union at a provincial level? The following Committees have a vacant position looking to be elected during the 2021 Annual Meeting.

- CB&R Committee  
One (1) member
- Finance Committee  
One (1) member
- Nominations Committee  
One (1) member

What do these Committees work on? Great question! Visit the ABOUT US section of our website to learn more about the Committee's terms of reference.

Due to the virtual delivery of this year's Annual Meeting, the nominations process for the above positions will be held **prior to Annual Meeting**; voting will take place during the meeting. Please watch your emails and SUN's website for more information. ■

**SUN is Bold. Measured. Innovative. Supportive. Compassionate.**  
**SUN is Dedicated. Confident. Leaders. Collaborative. Respectful.**  
**SUN is 10,000+ Strong.**  
**SUN is YOU.**

# HARASSMENT-FREE POLICY

**We, as SUN members, agree that everyone here has equal value.**

## **Harassment divides the Union**

Racism, sexism, and other forms of harassment pit groups of workers against one another and divide unions. Division undermines our struggle for social and economic justice.

## **Harassment hurts people**

Racist and sexist remarks and graffiti create unease and stress among people. Victims of the remarks never know what other forms of harassment this will lead to. We must ensure our words are not empty, not defeated through any action that embarrasses, humiliates or degrades.

## **When a joke is not a joke**

Racial, ethnic, and sexist jokes originated in those times when groups of people were socially under attack and lacked the power to respond effectively. These jokes are a reminder of this history. They can create an environment where more serious forms of discrimination and abuse can happen.

## **What to do**

Complaints of harassment at SUN events will be taken seriously and will be investigated immediately. If you believe you are being harassed, act immediately:

1. If possible, make it clear you do not welcome such behavior. You can do so either on your own, verbally or in writing, or with the assistance of another party. Indicate you will take further action if the behavior continues.

2. If the inappropriate behavior persists, approach one, or both, of the designated representatives who will investigate the matter.

You may seek out the designated anti-harassment representatives in the first instance, if you are unwilling to approach the harasser because of the impact the action(s) have on you.

## **Equality and solidarity**

We must all work together to advance the cause of working people. Harassment divides us. It has no place at this convention. As sisters and brothers we will not make comments or gestures, or commit any acts that are humiliating or derogatory, or cause another member to feel uncomfortable.

We declare this a harassment-free convention, and encourage SUN members to challenge issues, not individuals. ■

# CLIMATE GOALS

## **Collectivity**

- We actively seek information and involvement before we decide and act.
- We acknowledge and value the views of each member but work together for the benefit of the whole.
- When decisions have been made, we act and talk in concert.

## **Democracy**

- We stop, listen to, and seek understanding of ideas that are different from our own.

## **Equality**

- There is equality, fairness and respect in all our dealings with each other.

## **Honesty, integrity**

- There is consistency and congruency between each person's words and actions.

- People freely express and listen to concerns, feelings and facts.
- When conflicts arise we seek resolution face to face, and in ways that are personal and respectful.

## **Caring, compassion and social justice**

- We tackle problems, not people.
- We treat each other as individuals and find ways to offer each other tangible support and care. ■

# RULES AND PRIVILEGES

- SUN climate goals will be honoured by all those in attendance.
- SUN members will be identified by wearing SUN membership cards.
- Members are required to sign in at the start of the meeting. This will be used to determine quorum.
- Speakers will use a microphone when addressing the chair.
- Speakers must be acknowledged by the chair before addressing the assembly.
- A speaker addressing the chair will state his/her name, local number and name, and SUN district.
- All remarks must be addressed to the chairperson and confined to the question before the assembly.
- All members in good standing may address the convention. (NOTE: Honourary members are not entitled to make motions.)
- Each member in attendance, with the exception of honorary members, will be entitled to one vote.
- When the doors are tiled/sealed for a standing vote or during the election process, no one will be allowed to enter or exit the meeting room.
- Staff and guests can address the convention if requested by the assembly but have no vote.
- Motions and amendments must be presented in writing to the chair.
- Urgent resolutions may be submitted to the CB&R Committee by the deadline announced.
- The SUN Annual Meeting shall follow Robert's Rules of Order.
- All pagers and cell phones are to be turned off or on vibrate during the meeting. ■

## TIPS FOR SPEAKING

SUN members are encouraged to ask questions and provide their feedback during discussion of resolutions, discussion papers, and/or following presentations and reports. The floor during all SUN meetings, including the Annual Meeting, is intended to be a safe and welcoming environment for all SUN members to feel free to speak their minds in a respectful setting.

- Before speaking take a moment to gather your thoughts, write them down to ensure you are clear and concise in your question/comment.
- State your name and local #, and whether you are a first time speaker before you state your question or comment.
- Questions and comments must be presented to the Chair of the

meeting and address the motion or discussion before the assembly, not individuals. Everyone's comments and opinions are valuable and should be treated with respect and dignity. This key principle is what ensures we have a safe and welcoming environment for members to speak and be heard.

- Be sure to speak clearly and directly into the microphone. Try not to move or look around as you speak. Make sure you are an appropriate distance from the microphone — not too far and not too close.

### **Recommendations for speaking at a virtual meeting**

- Find yourself a quiet space to join the meeting.

- Turn off background noises — radio, TV, microwave, dishwasher, etc.
- Remember to keep your cell phone on silent mode during the meeting.
- Use earbuds or headset with an integrated microphone. Bluetooth devices are not recommended due to additional interference and connection potential issues.
- Check your computer/device settings to ensure your ear buds/microphone are connected/recognized by the system.
- Ensure you have a stable internet connection and power source. A wired internet connection is strongly encouraged; if not an option for you, set yourself up close to your Wi-Fi router to improve the signal. ■

# ROBERT'S RULES OF ORDER

**When conducting business meetings, such as the Annual Meeting and the Bargaining Conference, SUN follows Robert's Rules of Order. The following is a brief overview to assist members during the meeting.**

The purpose of "Robert's Rules of Order" includes the following: Ensure majority rule; provide order, fairness and decorum; and facilitate the transaction of business and expedite meetings.

## Basic principles

- All members have equal rights, privileges and obligations
- Full and free discussion of every motion is a basic right
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- No person can speak until recognized by the chair
- Personal remarks are always out of order
- A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g., cutting off debate)

## Role of the presiding officer

- Remain impartial during debate — the presiding officer must relinquish the chair in order to debate the merits of a motion
- Vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote)

— exception: the presiding officer may vote on any vote by ballot

- Introduce business in proper order
- Recognize speakers
- Determine if a motion is in order
- Keep discussion germane to the pending motion
- Maintain order
- Put motions to a vote and announce results

## General procedure for handling a motion

- A member must obtain the floor by being recognized by the chair. Remember to state your name and local number
- Member makes a main motion (see Quick Reference Guide on page 28)
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate (if the motion is debatable)
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any Subsidiary motions (e.g. "I move to amend the motion by ...", Privileged motions (e.g. "I move to postpone the motion to ...") and Incidental motions (e.g. "I move to divide the question.")
- Debate on Subsidiary, Privileged and Incidental motions (if debatable) takes precedence over debate on the main motion and must be decided before debate on the main motion can continue
- Debate is closed when: Discussion

has ended, or a two-thirds vote closes debate ("Call the question")

- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote, by a show of hands, asking "All in favor?" "All opposed?" and finally asking "All abstained?"
- The chair announces the result

## General rules of debate

- No members may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than once to each motion — does not preclude points of information that may be raised
- All remarks must be addressed to the chair — no cross debate is permitted
- It is not permissible to speak against one's own motion (but one can vote against one's own motion)
- Debate must address issues not personalities — no one is permitted to make personal attacks or question the motives of other speakers
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
- Members may not disrupt the assembly
- Rules of debate can be changed by a two-thirds vote ■

# MOTIONS REFERENCE GUIDE

## IN ORDER OF PRECEDENCE

MOTION	EXAMPLE	SEC	DEBATE	AMEND	VOTE	NOTES
MAIN MOTION (may be moved only when no other motion is pending)	I move that ...	Yes	Yes	Yes	Majority*	Introduces business to assembly.
1. RAISE A QUESTION OF PRIVILEGE	I rise to a question of privilege	No	No	No	2/3	Privileged motion. Ruled upon by chair.
2. CALL FOR ORDERS OF THE DAY	I call for orders of the day	No	No	No	None	Privileged motion. Enforced by demand of one member.
3. LAY ON TABLE	I move to lay the motion on the table	Yes	No	No	Majority	Lays aside a motion when more urgent business arises.
4. CALL THE QUESTION	I move to call the question	Yes	No	No	2/3	If adopted, closes debate.
5. LIMIT/EXTEND DEBATE	I move to limit debate to ___ minutes	Yes	Yes	Yes	2/3	May change length of speeches or length of debate.
6. POSTPONE DEFINITELY	I move to postpone the ... motion till next meeting	Yes	Yes	Yes	Majority	Debate confined to merits of postponing question.
7. COMMIT/ RECOMMIT	I move to refer this motion to a committee	Yes	Yes	Yes	Majority	Debate confined to merits of referring motion to committee.
8. AMEND	I move to amend the motion by ...	Yes	Yes	Yes	Majority	Debatable only if applicable motion is debatable.
9. POSTPONE INDEFINITELY	I move to postpone this motion indefinitely	Yes	Yes	No	Majority	Debate may go into merits of main motion. Adoption kills motion.

\*Except when bylaw requires 2/3 or when changes something already adopted.

**QUORUM** is the number of **registered** members **that are** entitled to vote **who must be present in order to legally transact the meeting's business**. SUN's Bylaw 3.10 (vi) states that the quorum for a general meeting of the union shall be a majority of those members registered in attendance on each day of the meeting. Therefore, if on any given day 300 members are registered, quorum would be 151 members. If at least 151 members remain at the meeting, business, including voting on resolutions, can proceed.

**NOTE: Quorum and the number of votes required to carry a motion are two separate issues.** For example, x number of members are registered on any given day. A majority of those constitute a quorum **to carry on the business of the day**. Of that quorum, a majority or 2/3 of the members **present and voting will determine if a motion passes or is defeated.** ■



# MOTIONS REFERENCE GUIDE

## WITH NO SPECIAL ORDER

MOTION	EXAMPLE	SEC	DEBATE	AMEND	VOTE	NOTES
POINT OF ORDER	I rise to a point of order	No	No	No	None	Ruled upon by chair. May interrupt a speaker.
APPEAL	I appeal the decision of the chair	Yes	Yes	No	Majority	Move at time of ruling by chair. Non-debatable if pending motion is not debated.
COMMITTEE OF THE WHOLE	I move to suspend the rule and ... and ...	Yes	No	No	2/3	Bylaws may never be suspended.
OBJECTION TO CONSIDERATION	I object to consideration of this question	No	No	No	2/3	In order only until debate on main motion begins.
COUNTED VOTE	I request a vote on the motion	No	No	No	None	To confirm the result of a vote one member may demand a rising vote.
DIVISION OF MOTION	I move to divide the motion by ...	Yes	No	Yes	Majority	Separates motion if feasible.
POINT OF INFORMATION	I rise to a point of information	No	No	No	None	Answered by Chair. May interrupt a speaker if important.
RECONSIDER	I move to reconsider the vote on the motion re ...	Yes	Yes	No	Majority	Must be made by member who voted on prevailing side. Non-debatable if motion to be reconsidered is not debatable.
TAKE FROM THE TABLE	I move to take the motion re ... from the table	Yes	No	No	Majority	Brings a tabled motion back to the assembly.
WITHDRAW A MOTION	I ask permission to withdraw the motion	Yes	No	No	Majority	Usually done by unanimous consent.

### Role of the Parliamentarian

The parliamentarian is a consultant whose role is purely an advisor and resource person for the chair and the meeting. Duties include: respond to questions of clarification about Rules of Order either by the chair or the assembly; discreetly draw to the attention of the chair any errors in following the Rules of Order; and acts as an expert on the Rules of Order to help facilitate the business of the assembly.

NOTE: A parliamentarian does not vote or debate the issues before the assembly. ■



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