



# WELCOME SESSION for first-time delegates



**45th Convention of the FSSS-CSN**  
November 8 to 12, 2021



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Hello,

Welcome to the 45<sup>th</sup> Convention of the Fédération de la santé et des services sociaux (FSSS-CSN).

In this session, we will provide you with various information and procedures that will help you to understand and participate in the debates at this Convention.

## Outline

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1. Introductions -- instructors and participants
2. The structures
3. The Federation's bodies
4. The delegate's role
5. Rules of order
6. Workshops
7. Elections
8. Conclusion



## Objectives of this welcome session

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- A. Welcome first-time delegates
- B. Prepare the delegates by explaining the structures and procedures
- C. Help the delegates to prepare to speak

You can view the FSSS-CSN Constitution and By-laws, a table summarizing the CSN's Rules of Order, and other relevant documents on the Documents tab on the Convention website.



## 1- The structures

### 1.1 The CSN

The Confédération des syndicats nationaux (CSN) is a union confederation. It supports the union locals, federations and central councils. It advocates for workers at the provincial level and defends their interests on major issues by, among other things, making representations to government, employers, social groups, etc.

Solidarity is the key element in the CSN's actions. The CSN wages its struggles and campaigns collectively to achieve progress for trade unions and for society as a whole.

The CSN holds a Convention every three years. The last CSN Convention was held in spring 2021, so the next one will be held in spring 2024.

The three elements that make up the CSN are as follows:

- Central councils
- Federations
- Unions

Each body has its own distinct responsibilities.

What does the CSN's logo mean?



The three interlocking links of chain express the strength of the ties of solidarity that unite workers and stand for the three elements that make up the CSN: unions, federations and central councils.

The three main principles of the CSN are:

- Autonomy
- Democracy
- Solidarity

### 1.2 The central councils

The CSN has 13 central councils—one for each of the 13 regions into which the CSN's affiliated unions are divided. These councils work on regional issues as well as on themes developed by the CSN through the campaigns that it conducts. These councils serve as forums for debate and for union

and popular coordination, and it is through them that regional solidarity is expressed.

#### The specific roles of the central councils

- Organizing new unions.
- Training union activists (union executives, health and safety, status of women, etc.).
- Organizing the fight to defend and improve social rights
- Promoting regional solidarity to support the CSN's bargaining efforts, campaigns and political positions
- Mobilizing (conducting regional struggles) in support of trade unions.

### **1.3 Federations**

Within the CSN, unions are grouped into federations on a sectoral or professional basis (according to their fields of activity). The federation's role is to provide affiliated unions with the necessary tools to negotiate and enforce their collective agreements.

Within the Fédération de la santé et des services sociaux (FSSS-CSN), the unions are grouped into sectors: the public sector and the private sectors.

#### Public sector

- Class 1 – Nursing and cardio-respiratory care personnel
- Class 2 – Paratechnical personnel and auxiliary services and trades personnel
- Class 3 – Office personnel and administrative technicians and professionals
- Class 4 – Health and social services technicians and professionals

#### Private sectors

- Early childhood centres (CPE)
- Pre-hospital sector
- Private residential care (CHP)
- Childcare providers (RSG sector)
- Intermediate and family resources (RI-RTF)
- Private institutions and community organizations sector

The affiliated unions of the FSSS-CSN are divided into the following 12 regions:

- 02** – Côte-Nord
- 04** – Gaspésie–Îles-de-la-Madeleine
- 06** – Outaouais
- 09** – Montréal-Laval et Grand Nord
- 10** – Abitibi-Témiscamingue–Nord-du-Québec
- 11** – Québec–Chaudière-Appalaches
- 12** – Bas-Saint-Laurent
- 13** – Saguenay–Lac-Saint-Jean
- 15** – Estrie
- 08 and 07** – Laurentides-Lanaudière
- 25** – Montérégie
- 26** – Cœur-du-Québec

Example of a CSN union number

Meaning of the component numbers (08-09-400-00):

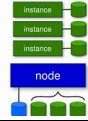
- 1<sup>st</sup> number: federation (08)
- 2<sup>nd</sup> number: central council (09)
- 3<sup>rd</sup> number: union number (400)
- 4<sup>th</sup> number: local number (00)

At the CSN, teamwork is encouraged, and the tasks are complementary in each of the services.

CSN	CENTRAL COUNCIL	FSSS-CSN
Legal Dept. Mobilization and regional life support service (SAMVR) Labour Relations Dept. - Injured worker defence - Environment - Research	Support for regional issues Support for unions Mobilization – regional subjects	Representations: - labour relations - dismissals - suspensions - application of the collective agreement Support:



<ul style="list-style-type: none"> <li>- Ergonomics</li> <li>Writing briefs</li> </ul>		<ul style="list-style-type: none"> <li>- mediation</li> <li>- collective bargaining</li> <li>- for local agreements</li> <li>- for grievance settlements</li> <li>- for grievance officers</li> <li>- valuing, promoting and preserving public services</li> </ul>
<p>Education</p> <ul style="list-style-type: none"> <li>- Preparing training sessions</li> <li>- Delivering training sessions</li> <li>- Consolidation</li> </ul>	<p>Education</p> <ul style="list-style-type: none"> <li>- Union executive I and II</li> <li>- Health and safety (defence)</li> <li>- Injured worker defence</li> <li>- Status of women</li> <li>- The treasurer</li> <li>- Consolidation</li> </ul>	<p>Education</p> <ul style="list-style-type: none"> <li>- Litigation I and II</li> <li>- Union leadership</li> <li>- Bargaining committee:</li> <li>- New provisions in the collective agreement</li> <li>- Thematic sessions on social media and other subjects</li> <li>- Health and safety (prevention)</li> <li>- Valuing, promoting and preserving public services</li> <li>- Consolidation sessions</li> </ul>



## 2- The Federation's bodies

The FSSS-CSN's decision-making bodies are:

The **Convention** (held every 3 years);

The **Federal Council** (including the possibility of special meetings of this council);

The **Sectoral Federal Council** and **Federal Council for Sectoral Bargaining**

The **Regional Assembly**

The **Federal Bureau**

### 2.1 The Convention

*(Articles 18 and following of the FSSS-CSN Constitution and By-laws)*

The Convention has full powers. It exercises the following prerogatives among others:

- a) It decides on the Federation's policies;
- b) It approves the minutes of the previous Convention, receives the reports of the Executive Committee, the Federal Bureau, the service co-ordinators and the various standing committees of the Federation, and disposes of them.
- c) It receives the financial statements.
- d) It decides on the budget;
- e) It elects the members of the Executive Committee and ratifies the election of regional vice-presidents, representatives for the private sectors and the representatives for the public sector classes;
- f) It makes all decisions pertaining to the smooth running of the Federation;
- g) It rules on suspensions and makes decisions about expulsions;
- h) It decides on the number and groupings of regions in the Federation;
- i) It decides on the number of sectors and classes and their definition;
- j) It alone may amend this constitution.

## 2.2 The Federal Council

*(Articles 30 and following of the FSSS-CSN Constitution and By-laws)*

Between conventions, the Federation is led and run by the Federal Council. It has full authority over provincial alignments that concern members as a whole, within the framework of the policies set by the Convention.

## 2.3 The Sectoral Federal Council

*(Articles 41 and following of the FSSS-CSN Constitution and By-laws)*

Between conventions, the Sectoral Federal Council decides on orientations for its sector on matters that concern it specifically.

It has full authority in matters related to the promotion and defence of specific interests related to the job title or sector.

## 2.4 The Federal Council for Sectoral Bargaining

*(Articles 42 and following of the FSSS-CSN Constitution and By-laws)*

- The Federal Council for Sectoral Bargaining decides on the division of matters between the common table and the sectoral table, if applicable.
- It recommends bargaining priorities for its sector.
- It recommends the launching, suspension or termination of pressure tactics.
- It decides which matters will be handled jointly with the CSN in the context of co-ordinated bargaining.
- It recommends the acceptance or rejection of the agreement in principle and the return to work, if need be.

## 2.5 The Federal Bureau

*(Articles 55 and following of the FSSS-CSN Constitution and By-laws)*

55.01 The Federal Bureau is composed of the executive, representatives for the public sector classes (1, 2, 3, 4) and representatives for the private sectors (CPE, prehospital, CHP, RSG and RI-RTF). These positions are up for election at this Convention.

The Federal Bureau carries out, among other things, the mandates that are assigned to it and, upon recommendation of the Executive Committee,

submits the orientations to the Convention and the Federal Council. The Federal Bureau also receives and examines the financial statements.



### 3- The roles of delegates

The official delegates to the Convention are provided in article 21.01 of the FSSS-CSN Constitution and By-laws, and the method of calculating the number of official delegates is set out in article 22.

There are four types of delegates:

- a) **Official delegates:** have the right to vote and the right to speak at the Convention. The type of delegate is shown on the delegate badge.

At virtual sessions, we ask official delegates to display their names according to the following coding scheme:

D- FirstnameLastname-Union number

Example: D-SylvieLaforest-08-07-056

- b) **Fraternal delegates:** do not have the right to vote and cannot move or second motions. They do have the right to speak, after the official delegates.

F- FirstnameLastname-Union number

Example: F-AmélieRivard-08-07-056

- c) **Federation employees:** the union advisors and office employees who work for the Federation have the right to speak, but not the right to vote.

Z- FirstnameLastname-FSSS

Example: Z-ChristianeMarcil-FSSS

- d) **Guests:** are authorized to attend but have neither the right to speak nor the right to vote.

Z- FirstnameLastname -Organization

Example: Z-ClaudeGervais-Duoson

At in-person sessions, differently coloured badges let the President determine the status of each person in attendance. These badges are required for entry to the meeting rooms.

As a delegate, you must, among other things:

- attend all sessions, even if they do not concern you directly;
- pay attention to the messages from the General Secretary at the breaks and when sessions are adjourned.

At conventions that are held in person, the documents are placed in your Convention bag. Other documents may be available at the start of the session, on the tables at the doorway, or distributed inside the conference room.

All the documents are available on the Convention microsite at [congres.fsss.qc.ca](http://congres.fsss.qc.ca)

If you want to speak during a debate, here is some practical advice:

- ✓ Prepare what you want to say, and remember that you represent the members of your union;
- ✓ Every time you speak, you must state your name and the name of your union;
- ✓ Official delegates get to speak before fraternal delegates. You are limited to 5 minutes for your first turn to speak, and 3 minutes for your second turn;
- ✓ You must speak to the motion that is under debate. If the President tells you that you are out of order, this means that you are not talking about the right subject at the right time; the President will tell you when you can come back to the microphone;
- ✓ To make sure everyone can hear you, speak clearly, directly into the microphone. The other delegates will appreciate it if you make your remarks clear and concise.



## 4- Rules of order

The rules of order for the FSSS-CSN Convention are the CSN's Rules of Order. These rules are summarized in the table on page 18 of this document. This table shows the various types of motions that can be moved and the procedures for debating them.

### A few rules

- 1) **The main motion** is the subject to be debated. It must be moved and seconded by two delegates before going to the questions and answers. It can be amended and sub-amended.
- 2) **A motion to put the previous question** is a form of dilatory motion and is based on the presumption that the Convention is sufficiently informed to vote.

Once at least five delegates have spoken in the debate, any official delegate may move that the previous question be put. The President then asks this delegate whether any delegates who are waiting to speak may do so before the vote on this motion is taken. When this vote is taken, it requires a 2/3 majority to carry. This means that 2/3 of the delegates in the room must believe that they have heard enough different arguments and points of view to make an informed decision on the matter that is under debate. Once a motion to put the previous question has carried, debate ends, and the motion that was under debate is put to a vote. If the motion to put the previous question is defeated, the debate continues.

- 3) **A motion to table** is used to postpone a debate until a subsequent session and requires a majority vote to be carried.
- 4) Only official delegates have the right to vote, to move motions and to second motions. Sometimes another vote must be taken to count the votes if the majority is not clear.
- 5) Once a decision has been taken, you must accept it (even if you do not agree with the choice that the delegates in attendance have made). You must present and defend the decision to your members. If you refuse to accept a decision for reasons that you regard as **fundamental**, then you must give the General Secretary written notice of your disagreement with the decision at the end of the session during which the motion in question carried (the end of the day).



## 5- Workshops

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Most of the time, the motions of the Federal Bureau are debated in workshops. Each workshop is usually moderated by a member of the Federal Bureau and a union advisor, but other approaches may be used instead.

### Procedure for workshops

When workshops are held, they function similarly to plenary sessions:

- Motions are moved as in plenary sessions, with a mover and a seconder, both of whom must be official delegates;
- Amendments and sub-amendments can be made;
- Each motion must be carried by the workshop, with or without amendments.

### Procedure for plenary sessions following workshops:

- If all of the workshops have carried a motion without amendments, then the motion is put to a vote immediately;
- The Workshop Resolutions Committee recommends whether or not to retain an amendment carried in a workshop;
- If the Workshop Resolutions Committee does not recommend an amendment, it can be reintroduced for debate in plenary session;
- This procedure is used to deal with each amendment;
- When there are no more amendments, the President calls for the vote on the main motion;
- The main motion is not debated any further in plenary session; the debate deals only with any amendments that have carried in the workshops.



## 6- Elections

At the Convention, all of the positions on the Federal Bureau are up for election, including the positions on the Executive Committee.

If there is only one candidate for a position, that candidate is elected by acclamation when his or her name has been placed in nomination.

The election process is governed by the FSSS-CSN Constitution and By-laws, by the CSN's Rules of Order and by the CSN code of ethics on communications (March 1992).

### 6.1 Voting rights and eligibility

#### Executive Committee

On the Executive Committee, there are five positions to be filled:

1. President
2. 1st Vice-President
3. General Secretary-Treasurer
4. Vice-President for the Public Sector
5. Vice-President for the Private Sectors

To be eligible for these positions, an official delegate must be a dues-paying member of a union in good standing with the FSSS-CSN and the CSN and have an employment relationship with the employer covered by that union's certification (art. 101.11 of the FSSS-CSN Constitution and By-Laws).

These committee members are elected by all of the delegates.

However, the candidates for the positions of Vice-Presidents for the public sector and the private sectors must come from the sectors whose votes they are seeking.

#### The Federal Bureau

All of the positions on the Federal Bureau are up for election as well: the regional vice-presidents and the representatives for the public sector classes and for the private sectors.



Each of these candidates must come from the region or sector concerned and will be elected by the official delegates from that region or sector.

The private institutions and community organizations sector does not have a separate representative on the Executive Committee; instead, this sector falls under the responsibility of the vice-president for the private sectors, who sits on this committee.

#### Details on the election procedure

When the Convention is held in person, then as soon as it begins, a President for elections and a Secretary for elections are appointed.

To facilitate the holding of elections at this Convention, a President for elections and a Secretary for elections have been appointed at a previous council meeting.

The nomination period ends at 3:00 pm on May 31, and the elections will be held online from 5:30 to 8:30 pm that same day.


### **6.2 Elections at the Federal Council meeting following the Convention**

At the Federal Council meeting following the Convention, the positions on the Federation's standing committees (status of women, health and safety, group insurance, etc.) will be filled.

Right to vote and eligibility: In all cases, only official delegates have the right to vote and to run for these offices.

There are no nomination forms, and the nominations will be made under the Elections agenda item at the plenary session.

### 6.3 Summary of the CSN's Rules of Order

 <b>THE CSN'S RULES OF ORDER - SUMMARY</b>				
	SECONDER REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED
<b>REGULAR MOTIONS (ARTICLES 16 TO 29)</b>				
MAIN	YES	YES	YES	MAJORITY
AMENDMENT	YES	YES	YES	MAJORITY
SUB-AMENDMENT (EXCEPTIONS, ARTICLE 22)	YES	YES	NO	MAJORITY
<b>DILATORY MOTIONS (ARTICLE 36)</b>				
PREVIOUS QUESTION (ARTICLES 73 TO 91) (IF 5 SPEAKERS HAVE SPOKEN)	YES	NO	NO	2/3
TO ADJOURN DEBATE	YES	NO	NO	MAJORITY
TO TABLE	YES	NO	NO	MAJORITY
TO REFER BACK TO THE SAME COMMITTEE	YES	NO	NO	MAJORITY
TO REFER TO THE EXECUTIVE COMMITTEE, CONFEDERAL BUREAU OR CONFEDERAL COUNCIL	YES	NO	NO	MAJORITY
<b>INCIDENTAL MOTIONS (ARTICLE 30)</b>				
TO REFER TO A STANDING COMMITTEE	YES	YES	NO	MAJORITY
TO STRIKE A SPECIAL COMMITTEE	YES	YES	NO	MAJORITY
TO ASK THAT A DOCUMENT BE PRODUCED	YES	YES	NO	MAJORITY
<b>PRIVILEGED MOTIONS (ARTICLES 31 TO 35)</b>				
TO ADJOURN	YES	NO	NO	MAJORITY
TO RESUME DEBATE ON A QUESTION THAT WAS ADJOURNED	YES	YES	NO	MAJORITY
TO FOLLOW UP ON A QUESTION OF PRIVILEGE	YES	YES	NO	MAJORITY
<b>NOTICE OF MOTION:</b>				
<ul style="list-style-type: none"> <li>AT A SESSION, TO GIVE NOTICE OF A MOTION TO RECONSIDER A DECISION NOTE: THE MOVER MUST HAVE VOTED FOR THE MOTION.</li> </ul>	NO	NO	NO	NONE
<ul style="list-style-type: none"> <li>AT THE SUBSEQUENT SESSION, FIRST DECIDE WHETHER OR NOT TO TAKE THE VOTE OVER AGAIN (THEN, SEE REGULAR MOTIONS)</li> </ul>	YES	NO	NO	MAJORITY
TO SIT AS A COMMITTEE OF THE WHOLE	YES	YES	NO	MAJORITY
TO SUSPEND A RULE OF ORDER	YES	YES	NO	MAJORITY
TO PROCEED IN CAMERA (BEHIND CLOSED DOORS)	YES	YES	NO	MAJORITY
TO EXAMINE A REPORT PARAGRAPH BY PARAGRAPH	YES	YES	NO	MAJORITY
TO SPLIT A COMPLEX MAIN MOTION	YES	YES	NO	MAJORITY
<b>MISCELLANEOUS</b>				
TO CHALLENGE THE PRESIDENT'S DECISION (ARTICLE 63)	NO	NO	NO	MAJORITY
TO NOMINATE (ARTICLES 102 TO 108)	YES	NO	NO	MAJORITY
TO WITHDRAW A MOTION (ARTICLE 28)	NO	NO	NO	UNANIMITY
CONGRATULATIONS, THANKS, CONDOLENCES (ARTICLES 18-22)	YES, UNANIMOUSLY			
ROLL-CALL VOTE (ARTICLES 24, 38, 44)	IF NO OBJECTIONS	YES	YES	MAJORITY
SECRET BALLOT	YES	NO	NO	MAJORITY
(WHEN REQUESTED BY 25 DELEGATES) (ARTICLE 45)	YES	NO	NO	NONE
* ADJUST ACCORDING TO THE NUMBER OF MEMBERS OF THE ORGANIZATION. SPECIFY IN ITS CONSTITUTION.				

Have a great 45<sup>th</sup> FSSS-CSN Convention!