



DELEGATE GUIDE

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About this guide

Welcome to the 2023 Biennial Convention of the Canadian Federation of Nurses Unions. We are so pleased to be able to gather together in person again for the first time since 2019 in beautiful Charlottetown of Prince Edward Island.

This guide is intended to provide an overview of all of the information you will need to participate in our convention. All delegates are encouraged to read the guide thoroughly to ensure a smooth and engaging experience.

Taking care of each other

We are excited to be able to gather together in person, and we know that the world has changed since we did so last, with COVID-19 still present in our communities. We have all the tools we need to keep each other safe and healthy.

It goes without saying, please do not come to convention if you are unwell. In the unfortunate event that you are feeling unwell, please connect with your member organization whip.

We will have a supply of surgical masks on site if you wish to wear one. You are, of course, welcome to bring your own if you prefer to wear a KN95-style mask or have another preferred one. We know that our delegates will be respectful of one another in this regard as everyone makes their own choices.

Getting around

Buses

Charlottetown is small, and we have many delegates. We needed more hotel rooms than we expected, and we have taken over the whole town. We have arranged for shuttle buses to facilitate your transport to the convention centre as well as to the two scheduled evening events: Fun Night and Banquet. There will also be return transport from the reception night. **Please see the bus schedule under Event Information in the app.**

Lunches

Lunches on Tuesday, Wednesday and Thursday are on your own. Friday a bagged lunch will be provided as part of our rally. Tourism Charlottetown has an app, which you can use to identify establishments in proximity to the convention centre. It is recommended to make reservations when possible. The convention centre also sells lunches in the first floor lobby.

On the agenda

Healthy Walk

As is tradition, we will kick off the event with a Healthy Walk through the streets of Charlottetown. We will meet in the main foyer of the Convention Centre on Monday June 5 at 2:30 pm. Make sure to wear appropriate shoes and attire for the event as we are planning to go rain or shine. Although the walk is optional, it is a great way to meet delegates and have fun.

Opening reception

The opening reception will be on Monday June 5 at 7:00 pm in the Riverview Rooms of the Convention Centre. Please join us as we celebrate being together again for this Biennial.

Fun Night

Tuesday night is our Fun Night. A variety of activities have been planned for you to showcase Charlottetown and provide an opportunity to socialize with friends, colleagues and allies. Tickets are required for these events. Please check your registration badge to confirm which event you are registered for. If you don't have a ticket – you can purchase one (subject to availability) at the CFNU convention office or the registration desk. The various events all start at 6:00 pm.

Banquet

Thursday night is our banquet gala at the Eastlink Centre starting at 6:00 pm. Buses will bring everyone to venue. The banquet is included in your convention registration, but you will need a guest ticket if you plan to bring someone who is not a convention delegate. Don't forget to bring your ticket(s) with you.

Delegation photos

Each CFNU Member Organization delegation, including your provincial union, will have a scheduled time slot for a group photo. Your Whip will provide you with time and location for this photo.

Equity caucus lunches

If you identified yourself at the time of registration as a member of an equity-seeking group and would like to participate in the caucus meeting, be advised that these meetings will take place on Thursday June 8 at lunch time. Meeting rooms and information will be announced and will be available on the app. Lunch will be provided.

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App

We will be using the EventMobi app again for our convention. Delegate materials will be available on the app, and you are encouraged to download it in advance of your arrival at convention.

To download the event app

1. Open the Apple App Store or Google Play Store
2. Search for EventMobi
3. Download and open the app
4. Search for CFNU2023
5. Select "yes" for notifications
6. Login with the email address used to register
7. Create password

Once on site at Convention, the PEI Convention Centre has free Wi-Fi to facilitate your access to the app on your device. **Network: Delta_Conference, password: conference**

Social media

Some elements of our Business Days will be live streamed to Facebook Live. Share your experiences on social media to join the conversation. Follow the CFNU and President Linda Silas, and use the convention hashtag, [#WeGotThis](#). Tweet you later!

FACEBOOK

[Facebook.com/NursesUnions](https://www.facebook.com/NursesUnions)
[Facebook.com/CFNUPresident](https://www.facebook.com/CFNUPresident)

TWITTER

[@CFNU](https://twitter.com/CFNU)
[@CFNUPresident](https://twitter.com/CFNUPresident)

INSTAGRAM

[instagram.com/NursesUnions](https://www.instagram.com/NursesUnions)

Resources and reports

During the course of the CFNU's convention, various reports may be referred to by committees and elected officers of the CFNU. These documents can be accessed in a variety of ways. They can be found on the convention app under "Documents". They can also be found on CFNU's website at

nursesunions.ca under the “Events” tab. Finally, each table of voting delegates will have one binder with all of the documents for those who prefer to see it in hard copy. Delegates are encouraged to review the documents prior to the beginning of the convention.

Participation

Open dialogue is always encouraged. Floor mics will be available, and delegates who wish to speak on an item of business should stand at a floor mic to be recognized by the Chair. Please consult *Appendix I* for more details on rules and privileges of participation.

Tip: Amendments and emergency resolutions must be presented in writing to the Chair by emailing convention@nursesunions.ca.

RULES OF ORDER

To ensure meetings are orderly and democratic, the CFNU’s biennial conventions are conducted according to *Robert’s Rules of Order (newly revised)*. These *Rules* determine what kinds of interventions are permitted and how decisions are made. Delegates are encouraged to review the basic rules in order to understand the event proceedings and how to engage. The CFNU’s quick guide to the *Rules* can be found in *Appendix II*.

Please note that nursing students, who are associate members of the CFNU through the Canadian Nursing Students’ Association, are permitted to speak but not to vote or move, as per Article 7.05 (C) of CFNU’s *Constitution*.

VOTING

Not all delegates will receive credentials to vote on resolutions. The number of voting delegates by province is based on per capita dues, and credentials are assigned and distributed by CFNU’s Member Organizations. Voting delegates will receive a voting flag from their Whip, and voting delegates will be asked to sit at the round tables on business days. Non-voting delegates should sit in the theatre seating.

LANGUAGE

The CFNU is a bilingual organization and is pleased to provide translation and simultaneous interpretation in the main convention hall. Interpretation will be provided for the morning sessions on the Education Days as well as both Business Days. There will be one workshop option each day with French interpretation.

Convention policies

SMOKING POLICY

In accordance with the Canadian Federation of Nurses Unions' policy, we request your cooperation to ensure that this conference is smoke-free – no smoking in the conference office, the plenary sessions, workshops and all areas outside these rooms. Smoking is only permitted where indicated. Thank you.

RECYCLING POLICY

At the conclusion of the conference, deposit your delegate badge in the boxes situated near the exits of the plenary room. As well, please make use of the recycling containers provided by the convention centre.

SCENTS AND PERFUMES

Please be aware that some members are sensitive to chemicals, including those found in scents, perfumes and aftershaves. For the well-being of your colleagues, please refrain from using scented products during the convention.

GENDER-NEUTRAL WASHROOM(S)

The CFNU will work with the host convention centre to ensure that there is a minimum of one gender-neutral washroom facility available, and its location will be announced.

BEING GREEN

Turn off any lights, TV, air conditioner or heater when you leave your hotel room for the day.

Recycle your waste: bottles, cans, paper, etc.

Bring your own pen and pencil.

Do your sightseeing by foot or public transportation.

Collect business cards of presenters and have them e-mail reports and other information rather than collecting printed handouts.

AUDIO/VIDEO AND PHOTOGRAPHY CONSENT

Portions of the CFNU 2023 Biennial Convention will be recorded and photographed and may be made available on the Internet. Photographs may be used in CFNU publications and promotional materials. Your attendance at the CFNU 2023 Biennial Convention constitutes your consent to potential inclusion in these various media.

Discrimination and harassment¹

The Canadian Federation of Nurses Unions endeavours to provide a supportive working and learning environment that is equitable for all participants. Such an atmosphere must be based on mutual respect and free of any form of discrimination or harassment.

Discrimination and harassment create a hostile environment and undermine the principles of solidarity, unity and equity. The CFNU will not tolerate behaviour that is likely to undermine the dignity or self-esteem of an individual, or create an intimidating, hostile or offensive environment.

This includes, but is not limited to, the unjust or prejudicial treatment of a person based on grounds protected under the *Canadian Human Rights Act*. These grounds include race, national or ethnic origin, religion, age, sex, sexual orientation, gender identity or expression, marital or family status, physical appearance or disability.

Complaints of harassment at CFNU events will be taken seriously and will be investigated immediately. Offenders will be penalized up to and including expulsion from this function. The investigation of each incident will be handled confidentially and expeditiously with particular sensitivity for the complainant.

If you believe you are being harassed, **act immediately**:

- If possible, make it clear you do not welcome such behaviour. You can do so either on your own, verbally or in writing, or with the assistance of another party.
- Indicate that you will take further action if the behaviour continues.
- If the inappropriate behaviour persists, approach one or both of the designated representatives who will investigate the matter.

If you are unwilling to approach the harasser because of the impact the action(s) have on you, you may seek out the designated anti-harassment Ombudsperson in the first instance. At the CFNU convention, the designated Ombudspersons are Jolanta Scott-Parker (Director of Operations, CFNU), and Matt Hiltz (Executive Director, NBNU). You can reach either one or both of them through the CFNU Convention Office on site.

¹ Based on the *CFNU's Policy on Harassment*

Appendix I: Rules and Privileges

1. Only voting delegates and members of the National Executive Board will be entitled to vote. Each Member Organization may cast its full number of votes, provided that it has at least one (1) voting delegate at the convention.
2. Speakers will use the microphones when addressing the chair.
3. Speakers must be acknowledged by the chair before addressing the assembly.
4. Speakers addressing the chair will state their names and union membership.
5. Members of a Member Organization who are not voting delegates may attend a convention of the Federation on behalf of their respective organization and may speak to, but not move or vote on business of, the CFNU.
6. Staff of a Member Organization may attend at the discretion of the Member Organization and may speak with the consent of two thirds (2/3) of the voting delegates.
7. Motions, amendments and emergency resolutions must be presented in writing to the chair.
8. Debate on any motion at this convention will be limited to one (1) speech by any person on any question, unless special permission is granted by the assembly. No person can speak a second time to any question, as long as another person who has not spoken to that question wishes to speak.
9. Each speech will be limited to three (3) minutes.
10. Once voting has commenced on a motion, no one shall be allowed to enter or leave the meeting room.
11. Convention rules may be suspended by a two-thirds (2/3) vote.
12. Governing rules of order will be the current edition of *Robert's Rules of Order* (newly revised).
13. No smoking permitted during educational and business sessions.
14. All cell phones are to be turned off during sessions.

Appendix II: Rules of Order

Do you know the rules?

When conducting business meetings, such as the biennial convention, the CFNU follows *Robert's Rules of Order* (newly revised). The following is an introduction to the *Rules*, based on a similar guide produced by the Saskatchewan Union of Nurses.

An assembly generally uses five steps to conduct its business: (1) a motion is made, (2) the motion is seconded, (3) the chair states the question, placing it before the assembly, (4) the assembly debates the motion, and (5) votes upon it.

1. **Motion made:** A proposal that the assembly take certain action or express itself as holding certain views is a motion. Verbally, a member introduces a motion by obtaining the floor and stating "I move that...", or they may move for the adoption of a written resolution.
2. **Motion seconded:** Next, another member who supports the proposal says: "I second the motion." Requiring a "second" prevents consuming time on a view held by only one member. If there is no second, the matter is dropped.
3. **Chair states question:** Once a motion is seconded and considered to be in order, the chair states the question to the assembly, clarifying any vague points. Having been restated by the chair, the proposal is pending. This means it is before the assembly for consideration and action. When the chair states the question, this opens the floor for debate on the proposal.
4. **Debate:** That question most recently stated by the chair is the one to be acted upon first. Debate (which is discussion of a proposal) is limited to the immediately pending question, and usually each member is limited to one speech during any debate.

Prior to debating or making a motion, a member must obtain the floor. After the previous speaker yields the floor, the member wishing to speak addresses the chair. The would-be speaker is recognized by the chair, or ruled out-of-order in favour of another speaker. A member attempting to take the floor for a second speech on the same question is out-of-order when any member who has not spoken on that question desires the floor.

- a) **Amendments to the motion:** An amendment is offered when a member agrees substantially with the motion but wants some change. An amendment must be closely related, although it may be inconsistent, to the subject of the motion. It must be stated clearly and defined as to what part of the motion it applies. An amendment that is not relevant to the main motion is out-of-order.

To amend a motion, a member must seek and be recognized by the chair. Once recognized, they state: "I move to amend the motion by..." If another member seconds the amendment, the chair asks if there is any discussion of the amendment.

- b) **Amending the amendment:** An amendment may be changed just as a motion may be changed. The amendment to the amendment must relate to the motion and the amendment. The chair can sometimes ask the maker of the motion and the seconder if they are willing to accept the amendment as part of the original motion. If they agree and if no other member objects, this can be done, saving time and effort. The chair must carry through each step until the main motion has been voted on. There can be no amendment to an amendment to an amendment. If it gets to that point, a substitute motion is in order. Voting is done in reverse order. That is on the amendment to the amendment, then the amendment, then the motion as amended.
 - c) **Substitute motion:** A substitute motion ties loose ends together. It may be made and accepted by the chair. Amendments or substitute motions cannot be accepted if they are not relevant to the motion.
 - d) **Tabling a motion:** The membership may seem unable to reach a conclusion, or more study may be needed. At these times a member makes a motion to table the motion. The maker of the motion cannot do so while speaking on the motion, or if she/he has previously spoken on the motion and there are others who still desire to speak. Such a motion requires a second, and once seconded, cannot be debated or amended. It must be put to an immediate vote. If a majority vote in favour, the motion is then tabled. Tabling a motion does not carry a time limit. A motion to table until the next meeting is a motion to postpone and is debatable. If a member wants to postpone indefinitely, or if a member wants to place the matter in the hands of a committee, the motion should be stated in these terms: "I move that the matter be referred back to the Education Committee."
 - e) **Points of information:** Members sometimes become confused about the business being discussed. They may need some information from the chair or the speaker about the meaning of the motion or its effect. If so, they may direct an inquiry to the chair. Members do not have to wait to be recognized by the chair, but may interrupt by stating: "I rise on a point of information." The chair must recognize the member and say: "State your question." The chair then seeks to answer the question or, if the member desires information from another member, the chair should ask the person holding the floor to yield for the purpose of getting the information. If the chair decides that the question does not require an immediate answer, the inquiry can be answered as soon as the speaker is finished.
5. **Vote:** Once debate is over, the chair asks again: "Are you ready for the question?" If no one indicates their desire to speak, the chair will restate the question and take the vote. For a motion to pass it will require either a majority (more than half votes cast) or 2/3 of the present voting members.

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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. CFNU's Bylaw 7.11 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. Quorum and the number of votes required to carry a motion are two separate issues.