

RULES OF PROCEDURE

INTRODUCTION

This policy manual section describes the Labour Relations Board's [Rules of Procedure](#) and the procedures and styles used to prepare it. It discusses:

- the purpose of the rules;
- where the rules are stored;
- how to update the rules; and
- publishing the rules.

THE PURPOSE OF THE RULES

The Board prepared a set of rules in 1988 and caucus amends them as required. These rules outline, for example, how to file applications or complaints with the Board, the forms needed to file, service of documents and notice to parties and/or witnesses. It also contains rules about inquiries and investigations, informal resolutions and hearings. The Rules of Procedure are free to anyone wishing copies.

The [Rules of Procedure](#) appear in the *Labour Relations Code Practitioner's Manual* as well as on the Board's website. All changes to the Rules are forwarded to the Legal Education Society of Alberta on a tri-monthly basis.

WHERE THE RULES OF PROCEDURE ARE STORED

You can find the Rules of Procedure in the G:\publish\Bulletin sub-directory. The [Rules of Procedure](#) file is called "Rules of Procedure." All changes are made by publications officer/webmaster directly to this file. The [Voting Rules](#) are also found here.

HOW TO UPDATE THE RULES

Changes to the Rules of Procedure do not occur on a regular basis. Therefore, the following list explains the key formats used to prepare the bulletins should you need them.

- **Format:** All bulletins follow the same format – you must enter them in a table format.
- **Spacing:** Type the Rules in single spacing. Separate all sections into appropriate table rows.
- **Fonts:** The font used for the bulletins is CG Omega 11 point. The font used in the sidebars is Times Roman 8 point.
- **Headings:** The title is CG Omega 18 point. Other headings are CG Omega 11 (or use the Minorhead style).

- **Styles:** The main headings (Part I, Part II etc.) have the “mainhead” style attached to it. Headings appear as CG Omega 15 point Bold. To select the “mainhead” style:

Click on the Styles dropdown box in Word;
Click on the “mainhead” style, click on “Apply” to turn on the style.

You are then returned to your document. Attach the “sidebars” style to references found in the left hand column.

- **Footers:** All pages (left and right) have a footer. The footer appears flush left and reads “Rules of Procedure p. x”. To edit the footer:

Click on View Header and Footer on the Toolbar in Word;
Change the text of the footer; and Close the file.

PUBLISHING THE RULES

Send all updated [Rules of Procedure](#) to the Legal Education Society of Alberta (Attention: Louise Quaid). Their address is 2610 Canada Trust Tower, 10104 - 103 Avenue, Edmonton, AB T5J 0H2. When sending the updated Rules, make sure to print the first page on **Rules of Procedure** letterhead. Forward it with the tri-monthly updates for the Board’s *Practitioner’s Manual*.

Remember to make copies of the new Rules for the Board’s offices in Edmonton and Calgary. As well, put a copy of the newest rules in the black binder “Information Bulletins Historical Binder” in Edmonton.

Once the Rules have been updated, inform the staff by email and the public via notice on the Board’s website and in the Board’s newsletter.