

INFORMATION BULLETINS

INTRODUCTION

This section describes the Labour Relations Board's [Information Bulletins](#) and the procedures and styles used to prepare it. It discusses:

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

THE PURPOSE OF THE BULLETINS

In 1988, the Labour Relations Board prepared a set of 20 bulletins. These are amended and expanded by caucus as necessary and now include 22 bulletins. These bulletins describe the Board's policies and procedures about filing applications, standard bargaining unit descriptions, strike and lockouts, etc. Bulletins are free to anyone wishing copies.

As well as distributing the bulletins on a request basis, they appear in the *Labour Relations Code Practitioner's Manual* and the Board's website. Bulletins are also available on the [Board's website](#).

WHERE THE BULLETINS ARE STORED

You can find the bulletins in the G:\publish\bulletins drawer.

HOW TO UPDATE THE BULLETINS

Changes to the bulletins 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 are typed into a table format.
- **Spacing:** Type the bulletins 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.

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

Highlight the heading;

Click on the styles drop down box found on the toolbar

Click on the "mainhead" style; click on "Apply" to turn on style.

You then return to the bulletin. Attach the "sidebars" style to references found in the right hand column.

- **Footers:** All pages (left and right) have a footer. To edit the footer:

Click on View, Header and Footer;

Edit the footer's text; then Close.

PUBLISHING THE BULLETINS

Updated bulletins are sent to the Legal Education Society of Alberta (Attention: Bev Downie). The address is 2610 Canada Trust Tower, 10104 - 103 Avenue, Edmonton, AB T5J 0H2. When sending out the bulletins, print the first page on Information Bulletin letterhead. Forward this new bulletin with the updates for the Board's *Practitioner's Manual*.

Remember to make copies of the new bulletin 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