

GENERAL RULES AND REGULATIONS
(Adopted May 20, 1943 - Effective June 1, 1943)

ARTICLE I

Definitions

Section 1. The terms "person", "employer", "employee", "representatives", "labor organization", "company union", "unfair labor practice", "labor dispute", and "policies of act", as used herein shall have the same meanings as set forth in Sec. 3, Title 28, Chapter 7 of the General Laws of the State of Rhode Island, 1956, as amended, entitled Rhode Island State Labor Relations Act.

Act; Board; Respondent:

Section 2. The terms "act" as used herein shall mean Rhode Island State Labor Relations Act, "board" shall mean the Rhode Island State Labor Relations Board, and "respondent or respondents" as used herein shall mean party or parties, person or persons, employer or employers, employee or employees of any labor organization or labor organizations.

ARTICLE II

**Procedure for the Investigation and
Certification of Representatives**

Section 3. *Petition; Filing:* A Petition for certification may be filed with the Board by an employee, or his representative, or by an employer. The petition shall be in writing. The original shall be signed and sworn to before any person authorized to administer an oath. The original and two copies of the petition shall be filed with the Board. Petition forms will be gratuitously supplied by the Board upon request.

Section 4. *Petition of Employee or Labor Organization; Contents:* A petition when filed by an employee, his representative or a labor organization, shall contain:

- (a) The name and address of the petitioner;
- (b) The name and address of the employer or employers concerned and the general nature of the business;
- (c) The approximate number of employees, the approximate percentage of business or sales made to points outside the State of Rhode Island, and any other facts bearing upon the interstate business of the employer or employers. If such information is unknown to the petitioner, the petition shall so state;
- (d) The classification of employees in the bargaining unit or units claimed to be appropriate, the number of employees therein, the names and addresses of any other individuals or labor organizations who claim to be the representative of any of the employees in the alleged bargaining unit or units;

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(e) An allegation that a question or controversy exists concerning representation and a concise statement setting forth the nature thereof;

(f) A request that the Board certify the petitioner as the collective bargaining representative of the employees within the bargaining unit or units claimed to be appropriate. (See Form A, Page I.)

Section 5. *Employer's Petition; Contents:* Such petition, when filed by an employer, shall contain:

(a) The name and address of the petitioning employer;

(b) The general nature of the business and the approximate number of employees;

(c) The approximate percentage of business or sales made to points outside the State of Rhode Island, and any other facts concerning interstate commerce, if any;

(d) The classification of employees in the bargaining unit or units claimed to be appropriate, and the number of employees employed in such bargaining unit or units;

(e) The names and addresses of any individuals or labor organizations who claim to represent any of the employees in the alleged bargaining unit or units;

(f) An allegation that a question or controversy exists concerning representation and a concise statement setting forth the nature thereof. (See Form B, Page II.)

Section 6. *Sufficiency of Petition:* No petition in a proceeding under Section 6 of the Act shall be dismissed for failure of the petitioner to set forth in the petition all the information required.

Section 7. *Petition; Withdrawal or Amendment:* At any time before the issuance of a notice of hearing on a petition for investigation and certification, the Board may permit the amendment of the petition or its withdrawal in whole or in part. At any time after the issuance of such notice of hearing, the Board, upon motion, may permit withdrawal of the petition in whole or in part, and the Board may permit amendment thereof.

Section 8. *Investigation; Ascertainment of Desires of Employees; Hearing; Notice:* In the course of its investigation of a question or controversy concerning representation, the Board may provide for an appropriate hearing upon due notice and may direct an election or elections, or use other suitable methods to ascertain the wishes of employees, either in conjunction with a proceeding instituted under the Act or otherwise. When a hearing has been directed, the Board or its agent shall prepare and cause to be served upon the parties a notice of hearing before the Board, at a time and place fixed therein. A copy of the petition shall be served with the notice of hearing.

Section 9. *Elections; Terms and Conditions:* If the Board determines, as a part of its investigation of a question of controversy concerning representation, that an election or elections

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by secret ballot shall be held, it shall provide that such election or elections be conducted by an agent of the Board at such time and place and upon terms or conditions as the Board may specify.

Section 10. *Determination of Representatives on Consent:* Subject to the approval of the Board, the parties to a representation proceeding may waive a hearing and agree on the method by which the Board shall determine the question of representation.

Section 11. *Procedure Following Elections; Objections:* Upon the conclusion of any election or elections, the Board, or its agent or agents duly designated by the Board to conduct the election shall prepare a report as to the result of the election or elections. The Board shall cause this report to be served upon the parties. Within five (5) days thereafter, any party may serve upon all other parties, and file with the Board (with proof of service) an original and two copies of objections to the election or elections or to the report thereon. The objections shall contain a concise statement of the facts constituting the grounds of objection. The Board may direct oral argument to be heard before it, or otherwise investigate or make its determination with respect to the objections or to any challenged ballots.

Section 12. *Certification of Representatives:* The Board, upon the completion of its investigation, shall certify to the parties the name or names of the representative or make other disposition of the matter.

Section 13. *Certification; Life of; Exceptions:* When a representative has been certified by the Board as having been designated or selected such certification shall remain in effect for one year from the date thereof, and thereafter until such time as it shall be made to appear to the Board that the certified representative does not represent a majority of the employees within an appropriate unit. In any case where unusual or extraordinary circumstances require such action, or where probable cause is shown that such action may be necessary to prevent the occurrence or continuation of an unfair labor practice, the Board, in its discretion, may shorten or extend the life of the original certification. When the Board shall find that during the life of a certification the employer has refused to bargain collectively with the certified representative, the time of the continuance of such refusal to bargain shall not be a part of the time limited in computing the life of the certification.

ARTICLE III

Procedure for the Prevention of Unfair Labor Practices

Section 14. *Charge:* A charge that any person has engaged in or is engaging in any unfair labor practice may be made by any person or labor organization.

Section 15. *Charge; Form and Filing:* A charge shall be in writing. The original shall be signed, sworn to before any person authorized to administer an oath. The original and two additional copies of the charge shall be filed with the Board. Blank forms for making the charge will be gratuitously supplied by the Board upon request.

Section 16. *Contents of Charge:* A charge shall contain:

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- (a) The full name and address of the person or labor organization making the charge;
- (b) The full name and address of the employer or employers against whom the charge is made;
- (c) Upon information and belief, the general nature of the employer's business, the approximate number of its employees, the approximate percentage of sales or business made to points outside Rhode Island and any other facts concerning the interstate business, if any, of the employer or employers;
- (d) An enumeration of the subdivision or subdivisions of the Act claimed to have been violated by the employer or employers; and in the event it is alleged that an employee or employees have been discharged, refused employment or suffered discrimination in violation of the Act, the name or names of such employees. (See Form C, Page III.)

Section 17. *Withdrawal of Charge:* A charge or any part thereof, may be withdrawn only with the consent of the Board and upon such terms and conditions as the Board may deem just and proper. Upon withdrawal of any charge at any time prior to the issuance of the complaint thereon, or upon application of the person or labor organization filing the charge, the Board may permit the withdrawal of the whole or any part thereof. At any time subsequent to the issuance of a complaint thereon, and upon motion of the person or labor organization filing the charge, the Board may permit the withdrawal of such charge, or any part thereof. The complaint may there upon be withdrawn or amended, in accordance with Sections 22 and 23 hereof.

Section 18. *Amendments:* Otherwise than as set forth in Section 17 hereof such charge may be amended at any time prior to the issuance of the final decision and order to the Board. The complaint may thereupon be amended in accordance with the provisions of Section 22 hereof.

Section 19. *Investigation:* After a charge has been filed, the Board may conduct all investigations which in its opinion are necessary and proper for the exercise of the power vested in it by the Act. For the purposes of this investigation, the Board, its members, agent, or agency may exercise all the powers, respectively, specified in the Act.

Section 20. *Not Part of Complaint:* Report of the investigator submitted to the Board shall not be deemed or considered as part of the complaint.

Section 21. *Complaint and Notice of Hearing, Other Disposition of Charge:*

- (a) After a charge has been filed, the Board may issue and cause to be served upon the parties to the proceeding a complaint in the name of the Board, containing a concise statement as to the alleged violations of the Act, together with a notice of hearing, at a place therein fixed and at a time not less than seven days after the service of the complaint, provided, however, that the parties to the proceedings may waive the seven days notice by stipulating thereto in writing.
- (b) After the Board, in its discretion, shall determine that no complaint shall be issued

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on a charge filed with it, the Board may make such other disposition of such charge as it may deem just and proper.

Section 22. *Amendment of Complaint:* In the discretion of the Board, the Board's attorney may amend the complaint upon due notice to all parties, at any time before the issuance of the final decision and order. Where a charge has been amended in accordance with Section 18, hereof the Board may amend the complaint. Such amendment or amendments to the complaint may be made on notice to all parties in accordance with this section, upon such terms as may be deemed just and proper, at any time prior to the issuance of a final order and decision based thereon.

Section 23. *Withdrawal:* Any such complaint or amended complaint, or any part thereof may be withdrawn by the Board on its own motion or on motion of the Board's attorney at any time before the issuance of a final decision and order, upon notice to all parties to the proceeding.

Section 24. *Service and Filing of Answer:* The respondent against whom the complaint is issued shall have the right to file an answer within five (5) days from the service of the complaint. Such answer shall be in writing, the original being signed by the respondent or his, or its attorney. The respondent or his or its attorney shall file with the Board an answer and copies thereof for each party to the proceeding.

Section 25. *Denial:* The respondent shall specifically deny or explain each of the allegations contained in the complaint unless the respondent is without knowledge, in which case the respondent shall so state, such statement operating as a denial. Such answer shall contain a concise statement of the facts which constitute the grounds of defense. Any allegations in the complaint not specifically denied in the answer, unless the respondent shall state in the answer that the respondent is without knowledge shall be deemed admitted to be true and may be so found by the Board.

Section 26. *Defense and New Matter:* Any allegation of new matter contained in the answer is to be deemed denied without the necessity of a reply.

Section 27. *Extension of Time to File Answer:* Upon the Board's own motion, its attorney, or upon application by the respondent, the Board may extend the time within which the answer shall be filed.

Section 28. *Amendment of Answer:* After the answer is filed it may be amended upon motion of the party filing it upon due notice to all parties, upon such terms as may be deemed just and proper. Such amendment or amendments of the answer may be permitted at any time prior to the issuance of a final order based upon the complaint.

Section 29. *Amendment of; Following Amendment of Complaint:* In any case where a complaint has been amended, the respondent shall have an opportunity to amend his answer within such period as may be fixed by the Board after it permits an amendment to the complaint.

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Section 30. *Failure to File Answer:* Upon failure of the respondent to file an answer within the time period provided in Section 24 hereof, the Board may proceed to hold a hearing at a time and place specified in the notice of hearing, and may make its findings of fact and enter its order upon the testimony so taken. The respondent, however, in the event of such failure, shall have the right to appear at such hearing, and cross-examine all witnesses, but shall not have the right to interpose or seek to establish any affirmative defense without permission of the Board.

Section 31. *Pleadings; Construction:* All pleadings shall be liberally construed.

ARTICLE IV

General Provisions Relating to Parties, Pleadings, Hearings, Motions, Etc., Applicable to All Proceedings

Section 32. *Non-Joinder and Misjoinder of Parties:* No proceeding under this Act will be dismissed by virtue of non-joinder or misjoinder of parties. Upon motion of any party or upon motion by the Board, or its attorney, new parties may be added or substituted, and the parties misjoined may be dropped at any stage of the proceedings, upon such terms as may be deemed just and proper. Such motions must be made at or prior to the first hearing in any such proceeding unless good and sufficient cause is shown why it could not have been made at such time. Failure so to move shall be deemed a waiver of all objections to a non-joinder or misjoinder.

Section 33. *Parties; Relief:* All persons alleged to have engaged in any unfair labor practices may be joined as respondents whether jointly, severally, or in the alternative and a decision may be rendered against such one or more of the respondents upon all the evidence without regard to the parties by or against whom such evidence has been introduced.

Section 34. *During pendency of Hearing:* All motions made at or during the pendency of a hearing, except motions hereinafter specifically required at all times to be made to the Board, shall be stated orally, shall be included in the stenographic report of the hearing, and shall be decided by the Board, except, that motions made to intervene shall be made in the manner set forth in Section 37 of these rules and regulations. All motions, rulings, decisions and order shall be and become part of the record in the proceeding.

Section 35. *Motion Made Before or After Hearing:* All motions made other than those made during the pendency of a hearing or hearings, shall be filed in writing with the Board, together with appropriate supporting affidavits, and shall briefly state the order or relief applied for, and the grounds for such motion. The moving party shall serve copies of all such papers on all parties, and shall within three (3) days thereafter file an original with proof of due service and two copies of all papers with and for the use of the Board. Answering affidavits, if any, must be served on all parties and an original thereof with proof of due service and two copies shall be filed with the Board within three (3) days after service of the moving party of parties, unless otherwise directed by the Board. All motions shall be decided by the Board upon the papers filed with it, unless the Board, in its discretion, shall decide to hear oral argument, or take testimony, in which event the Board shall notify the parties of such fact and of the time and place for such

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argument of such testimony.

Section 36. *Waiver or Objections:* Any objection not duly urged before the Board shall be deemed waived unless the failure or neglect to urge such objections shall be excused by the Board because of extraordinary circumstances.

Section 37. *Intervention; Procedure; Contents; Filings and Service:* Any person, employer, or labor organization deciding to intervene in any proceeding, shall file with the Board a sworn petition and two copies thereof, in writing, setting forth the facts upon which such person, employer, or labor organization claiming an interest in the proceeding. Such petition must be served on all the parties and in a proceeding under the Act on the Board's attorney. Petitions must be filed with the Board with proof of service at least two days prior to the first hearing. Failure to serve or file such petition as above provided, shall be deemed sufficient cause for the denial thereof, unless it shall be determined that good and sufficient reason exists why it was not served or filed as herein provided. The Board shall rule upon all such petitions and may permit intervention to such an extent and upon such terms or conditions as it shall determine may effectuate the policies of the Act.

Section 38. *Consolidation or Severance:* Two or more proceedings under the Act may be consolidated by the Board in its discretion and such proceeding may be severed by the Board in its discretion.

Section 39. *Witnesses; Examination; Record; Depositions:* Witnesses at all hearings shall be examined orally, under oath or affirmation, and a record of the proceedings shall be made and kept by the Board. Where a witness resides outside the State or through illness or other cause is unable to testify before the Board, his or her testimony or deposition may be taken within or without the State in such manner and in such form as may be directed by the Board. All applications for the taking of such testimony or depositions must be made at all times by motion to the Board in accordance with the motion practice herein set forth.

Section 40. *Application for Subpoenas:* Any party to the proceeding may apply to the Board for the issuance of a subpoena or subpoenas *duces tecum*, requiring the attendance during a hearing of any person, party, or witness and directing the production at a hearing of any books, records, or correspondence or other evidence relating to any matter under investigation or any question before the Board. Such application shall be timely and it shall be in writing and it shall specify the name of the witness or documents or things, the production of which is desired, with such particularity as will enable such documents to be identified for purposes of production, the return date desired as well as the general nature of the facts to be proved by the witness or the documents or things sought to be produced. An original and two copies of such application shall be made and filed with the Board, and need not be served on any other party. The Board, in its discretion, may grant or deny such application in whole or in part or for good cause shown the Board may make such subpoena returnable forthwith or at any other time within its discretion.

Section 41. *Issuance of Subpoenas for Production of Books, etc.,:* It is discretion, the Board may issue subpoenas at any time requiring persons, parties, or witnesses to attend or be examined or give testimony and to produce any books, records, correspondence, documents or other evidence that relate to any matter under investigation or any question before the Board.

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Section 42. Subpoenas; Witnesses and Failure to Obey or Testify: If a person or witness refuses or fails without reasonable excuse, to obey a subpoena requiring him to attend at a hearing and be examined or so to attend and bring with him or her books, records, correspondence, papers, other matter or refuse or fails to testify or answer any question which has been ruled pertinent and proper by the Board, in its discretion may strike from the record or the testimony given by such person or witness, or so much thereof as the Board shall decide is related to the question which the person or witness has refused to answer or to the matter called for in the subpoena. The Board, in its discretion may preclude the reintroduction of any such testimony so stricken.

If a party fails or refuses, without reasonable excuse, to obey a subpoena requiring the production of books, records, correspondence, documents, papers or other matter, the Board, may in its discretion, preclude any such party from introducing any proof concerning such books, records, correspondence, documents, papers, or other matter in evidence.

Where a party is a corporation, this section shall apply to failures and refusals of its officers or directors, or where the party is a labor organization, this section shall apply to failures and refusals of its business agents and officers.

Section 43. Witness Fees: Witnesses summoned before the Board or its agents, shall be paid the same fees and mileage that are paid witnesses in the courts of the State, and witnesses where depositions are taken and the persons taking the same shall severally be entitled to the same fees as are paid for like services in the courts of the State. Witness fees and mileage shall be paid by the party at whose instance the witnesses appear or by the Board's instance, and the person taking the deposition shall be paid by the party at whose instance the deposition is being taken or by the Board if the deposition is taken at its instance.

Section 44. Hearings: A hearing for the purpose of taking testimony upon a complaint, or upon a complaint and answer, or upon a petition for investigation and certification, shall be conducted by the Board. Such hearings shall be open to the public.

Section 45. Hearings; Powers and Duties of the Board: During the course of any hearing the Board shall have the full authority to control the conduct and procedure of the hearings, and the records thereof, to admit or exclude testimony or other evidence, and to rule upon all motions and objections made during the course of the hearing. It shall be the duty of the Board to see that a full inquiry is made into all the facts in issue and to obtain a full and complete record of all facts necessary for a fair determination of the issues. In any hearing, the Board shall have the right to call and examine witnesses, to direct the production of papers, or documents and to introduce into the record said papers or documents.

Section 46. Rights of Parties at Hearings: In any hearing all parties shall have the right to call, examine and cross-examine witnesses and to introduce into the record papers and documents or other evidence subject to the ruling of the Board.

Section 47. Hearings; Stipulations: At a hearing, stipulations may be introduced in evidence with respect to any issue where such stipulation has been joined by all parties.

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Section 48. *Continuation of Hearings:* In the discretion of the Board, the hearing may be continued from day to day or adjourned to a later date, or to a different place, by announcement thereof at the hearing by the Board or by other appropriate notice designated by the Board.

Section 49. *Contemptuous Conduct at Hearings:* Any person who engaged in contemptuous conduct before the Board may in the discretion of the Board be excluded from the hearing room or further participation in the proceeding.

Section 50. *Waiver of Hearing and Consent Order:* Nothing in these general rules and regulations shall prevent the entry of an order with the consent of the respondent, and on notice to all parties and without the holding of any hearing or the making of any findings of fact or conclusions of law, if the respondent shall waive the holding of any hearing and making of the findings of fact and conclusions of law.

Section 51. *Oral Arguments or Briefs at the Close of Unfair Labor Practice Hearings:* In all hearings under the Act, the Board, may in its discretion permit the parties to argue orally before it at the close of the hearing or to file briefs or written statements with it. The time used for oral argument, filing the briefs or written statements shall be fixed by the Board. Arguments shall not be included in the stenographic report unless the Board shall so direct.

Section 52. *Oral Arguments or Briefs at the Close of Representation Hearings:* At the close of hearings on petitions under Section 6 of the Act, the Board shall permit the parties to file briefs or written statements which shall be addressed and submitted to the Board. The time for filing such briefs or written statements shall be fixed by the Board. Any request for oral argument before the Board must be submitted at the close of the hearing. The granting or denial or permission to argue orally before the Board shall be within the discretion of the Board. Arguments shall not be included in the stenographic report unless the Board shall so direct.

Section 53. *Variance Between Pleading and Proof:* A variance between an allegation in a petition for certification or a pleading in an unfair labor practice proceeding and the proof is not material unless it is so substantial as prejudicially to mislead any party or the Board. Where a variance is not material the Board may admit such proof and the facts may be found accordingly. Any party or the Board may move to conform the pleadings to the proof.

Section 54. *Motions and Objections at Hearings:* Motions made during the hearing and objections with respect to the conduct of the hearing including objections to the introduction of evidence, shall be stated orally and shall be included in the stenographic report of the hearing. Arguments of counsel shall not be included in the stenographic report unless the Board so directs.

Section 55. *Evidence as to Transactions had at Informal Conferences:* No testimony or evidence shall be given or received at any hearing concerning transactions or statements or communications made concerning charges previously filed with the Board, during the conduct or course of any informal conferences called and held by the Board, or any of its members or agents unless at the hearing all parties shall expressly waive this provision.

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Section 56. *Application for Leave to Reopen a Hearing on Grounds of Newly Discovered Evidence:* No motion for leave to reopen a hearing because of newly discovered evidence shall be entertained unless it is shown that such additional evidence is material, that the motion has been timely made, and that there were reasonable grounds for the failure to adduce such evidence at the hearing. Nothing contained in this section shall be deemed to limit the right and power of the Board in its discretion and on its own motion, to reopen a hearing and take further testimony.

Section 57. *Proposed Findings of Fact; Conclusions of Law; Proposed Decision and Order; Exceptions, etc.:* The Board shall at any time after the close of a hearing, issue its findings of fact, conclusions of law, decision and order. Such findings of fact, conclusions of law, decision and order, shall contain but need not be limited to:

- (1) A statement of the case and preliminary procedure before the Board.
- (2) Findings of Fact.
- (3) Conclusions of Law.
- (4) Decision and Order.

The Board may include if it be found that the respondent has engaged or is engaging in the alleged unfair labor practice, a recommendation as to what action shall be taken by the respondent to effectuate the policies of the Act.

Section 58. *Record of Proceedings before the Board -- Unfair Labor Practice Cases:*

(a) The record of the proceeding before the Board in unfair labor practice cases shall consist of the charge or amended charge, the pleadings, notices of hearing, notices of argument, motions, orders, stenographic report, exhibits, depositions, findings of fact, conclusions of law and the decision and order.

(b) If an unfair labor practice proceeding is predicated in whole or in part upon a prior representation proceeding, the record of such prior representation proceeding shall be deemed a part of the record in the unfair labor practice proceeding for all purposes.

Section 59. *Records of Proceedings Before Board -- Representation Cases:* The record of the proceedings before the Board in representation cases shall consist of the petition or amended petition, notices of hearing, notices of argument, motions, orders, stipulations, stenographic report, exhibits, decision and direction of election, report on secret ballot, objections thereto, certification, dismissal or decision and order.

Section 60. *Public Record:* The record as defined in Section 58 and 59 hereof, shall constitute the public record of the case and shall be made available for inspection or copying under such conditions as the Board may prescribe.

Section 61. *Practice Before the Board:* Any person who at any time has been employed by the Board shall not be permitted to appear as attorney or representative for any person (firm, corporation, or organization) until the expiration of three (3) months from the termination of his or her employment with the Board, nor shall she or he at any time be permitted

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appear in any case which was pending before the Board during the period of her or his employment with the Board.

ARTICLE V

Designation, Powers and Duties of the Administrator and Investigators, as Agents of the Board

Section 62. *Powers and Duties of the Administrator:* The Administrator of the Board in addition to all powers hereinabove conferred upon him is hereby designated by the Board as its agent:

- (1) When designated by the Board, to conduct and be in full charge and control of any and all informal hearings and the records thereof.
- (2) To do any and all things necessary and proper to effectuate the policies of the Act and these general rules and regulations.

Section 63. *Powers and Duties of the Investigators:* All labor relations investigators now or hereafter in the employ of the Board are hereby designated by the Board as its agents:

- (1) To conduct any inquiry necessary to the functions of the Board.
- (2) To investigate concerning the representation of employees including the taking of secret ballots of employees in accordance with the Act.
- (3) To have access to and the right to copy evidence, to administer oaths and affirmations, in connection with his investigations, to examine witnesses, and to receive evidence, in accordance with the Act.

Section 64. *Not Limiting Board to Make Special Designation of Agents:* The foregoing designations are not to be construed to limit the power of the Board to make such special designations of agents consistent with the law as may, in its discretion, be necessary or proper to effectuate the policies of the Act nor shall the foregoing designations be construed as limiting the power of the Board at any time to confer upon its agent or agents such additional and different duties as it may deem necessary and proper.

ARTICLE VI

Section 65. *Method; Proof; Complaints; Orders; and Other Processes and Papers of the Board:* Complaints, decisions and orders and other processes and papers of the Board may be served personally, by registered mail, by telegraph or by leaving a copy thereof in the proper office of place of business of persons to be served. The return by the individual so serving the same, setting forth the manner of such service shall be proof of the same, and the return post office receipt of telegraph receipt therefor, when registered and mailed or telegraphed as aforesaid, shall be proof of service of the same.

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Section 66. *Service By a Party:* Service of papers by a party to the proceeding shall be made by registered mail or in person. When service is made by registered mail the return post office receipt shall be proof of service.

Section 67. *Service Upon Attorney:* If a party appears by her, his or its attorney all papers other than the complaint, notice of original hearings, and decisions and order may be served as hereinafter provided, upon such attorney with the same force and effect as though served upon the party.

ARTICLE VII

Certification and Signature of Documents

Section 68. *Certification of Papers; Notices and Reports; By Administrator or Person Designated by the Board:* The administrator of the Board or in his absence of disability, such other person as may be designated by the Board is hereby authorized and empowered to certify copies of all papers or documents which are a part of any of the files or records of the Board.

Section 69. *Signing and Issuance of Complaints:* The attorney of the Board or in his absence or disability, such other person as may be designated by the Board is hereby authorized and empowered to sign or issue all complaints authorized to be issued by the Board.

ARTICLE VIII

Construction; Amendment and Application of General Rules and Regulations

Section 70. *Construction of Rules:* These general rules and regulations shall be liberally construed and shall not be deemed to limit the powers conferred upon the Board by the Act.

Section 71. *Amendments; Rules and Regulations:* Any rule or regulation may be amended or rescinded by the Board at any time but such amendment or rescinding shall not be effective until the same is filed in the Office of the Secretary of State.

Section 72. *Application of General Rules and Regulations:* These general rules and regulations and any amendments thereto shall govern all proceedings filed with the Board on or after June 1st, 1943, and all other proceedings or charges then pending except to the extent that in the judgment of the Board their application to such proceedings or pending charges and petitions would not be feasible or would work an injustice, in which event these general rules and regulations shall not apply.

EMPLOYEE PETITION

(FORM-A)

**State of Rhode Island
Before the State Labor Relations Board**

In the Matter of— Employer and Petitioner 	Case No. _____ EMPLOYEE
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PETITION BY EMPLOYEES FOR INVESTIGATION AND CERTIFICATION
OF REPRESENTATIVES PURSUANT TO SECTION 28-7-16, G.L., 1956, ENTITLED
STATE LABOR RELATIONS ACT

Name and address of employer _____

General nature of business _____

Approximate total of employees _____

The types, classifications, or groups of employees, which the petitioner claims, constitute the
appropriate bargaining unit or units _____

Number of employees within such unit or units _____

Names and addresses of any other known individuals or labor organizations who claim or may claim to
represent any of the employees in such bargaining unit _____

The undersigned hereby alleges that a question or controversy has arisen concerning the
representation of the employees in the above bargaining unit, in that: _____

The undersigned requests that pursuant to section 28-7-16, the State Labor Relations Board investigate such
controversy and certify to the parties the name or names of the representatives that have been designated or
selected by said employees.

Subscribed and sworn before me this _____ day of _____, 20____ _____	Names of employees or representatives filing this petition. (If a labor organization, give name and official position of person acting for the organization. Address _____
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EMPLOYER PETITION

(FORM-B)

**State of Rhode Island
Before the State Labor Relations Board**

In the Matter of-- Petitioner	Case No. _____ EMPLOYER
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PETITION BY EMPLOYER FOR INVESTIGATION AND CERTIFICATION
OF REPRESENTATIVES PURSUANT TO SECTION 28-7-16, G.L., 1956, ENTITLED
STATE LABOR RELATIONS ACT

Name and address of employer _____

General nature of business _____
Approximate percentage of sales, if any, made to points outside of Rhode Island _____
Other facts concerning interstate business, if any _____
Approximate total number of employees _____
The types, classifications, or groups of employees which the petitioner claims constitute the
appropriate bargaining unit or units _____
Number of employees within such unit or units _____
Names and addresses of known individuals or labor organizations who claim or may claim to
represent any of the employees in such bargaining unit _____

Any other facts which petitioner considers relevant _____

The undersigned requests that pursuant to section 28-7-16, the State Labor Relations Board
investigate such controversy and certify to the parties the name or names of the representatives
that have been designated or selected by said employees.

Subscribed and sworn before me this _____ day of _____, 20____ _____	Names of employees or representatives filing this petition. (If a labor organization, give name and official position of person acting for the organization. _____ Address _____
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UNFAIR LABOR PRACTICE CHARGE

(FORM-C)

**State of Rhode Island
Before the State Labor Relations Board**

In the Matter of-- Employer and	Case No. _____ UNFAIR
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Name and address of employer _____

General nature of business _____

Approximate percentage of sales, if any, made to points outside Rhode Island _____

Other facts concerning interstate business, if any _____

Number of employees involved _____

Nature of work done by employees involved _____

CHARGE

Pursuant to the State Labor Relations Act, the undersigned hereby charges that the above-named employer has engaged in and is engaging in unfair labor practices within the meaning of Section 28-7-13, G.L., 1956, entitled State Labor Relations Act, that (Specify the particular alleged violation, with a brief statement of the facts supporting the charge.)

Subscribed and sworn before me this _____ day of _____, 20____ _____	Names of employees or representatives filing this petition. (If a labor organization, give name and official position of person acting for the organization. _____ _____ Address _____ _____
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