

APPENDIX

Proposed amendments to the
PSAC-NCR By-Laws and
Regulations

BYLAWS AND REGULATIONS

NATIONAL CAPITAL REGION COUNCIL PUBLIC SERVICE ALLIANCE OF CANADA

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SECTION 1. NAME

Pursuant to Section 16 of the Public Service Alliance of Canada (PSAC) Constitution and Regulations, the organization of the PSAC in the National Capital Region (NCR) shall be known as the PSAC National Capital Region Council (PSAC NCRC or the Council).

SECTION 2. AIMS, MANDATE, OBJECTIVES

2.1 Preamble

WHEREAS the PSAC NCRC is committed to uniting all of its members in the NCR in a single democratic organization which benefits all;

WHEREAS the PSAC NCRC recognizes that its members are represented by ~~unions~~ bargaining units certified under various legislative authorities, including federal/provincial legislative authorities including the *Canada Labour Code*, the provincial labour codes, the *Parliamentary Employment and Staff Relations Act* and the *Federal Public Sector Labour Relations Act* and that all voices and specific concerns must be heard in the Council structure;

WHEREAS the PSAC NCRC recognizes that its members experience the world differently depending on their gender and/or linguistic backgrounds and have historically been disadvantaged in the union and in other domains for reasons based on gender and language;

WHEREAS the PSAC NCRC recognizes that members who experience intersecting or multiple grounds of discrimination based on their age, sex, colour, national or ethnic origin, race, religion, marital status, family status, criminal record, physical or mental disability, sexual orientation, gender identity or expression, language, political belief, social and economic class or employer and other factors cannot separate their struggle as workers from other campaigns for justice in which they are engaged;

IT IS HEREBY DECLARED THAT the PSAC NCRC will:

- a) attempt to achieve the full representation on the PSAC NCRC of all Locals, DCLs and Branches taking into account their certification process;
- b) strive to achieve the equal representation of women and men on the PSAC NCRC and, if necessary, will incorporate special measures to ensure the full and equal participation of women in the PSAC NCRC;

- c) strive to create an environment in which both official linguistic groups are **recognized**, and linguistic rights are respected. To this end, every other meeting of the PSAC NCRC and NCRC Executive should be chaired alternately in English and in French;
- d) recognize and support the equality-seeking groups advocated **for** by the PSAC.

2.2 Objectives

- a) To implement an efficient communications structure among all PSAC members and **Locals, DCLs and Branches** throughout the NCR; and
- b) provide for a PSAC structure in the NCR that reflects the complex needs and reality of the NCR while respecting the constitutional integrity of the PSAC.

SECTION 3. LANGUAGE

Both English and French shall be the languages of the PSAC NCRC and the NCRC Executive. To this end:

- a) simultaneous translation in both official languages will be provided at all meetings of the PSAC NCRC and its Executive; and,
- b) all formal/official documents of the PSAC NCRC and its Executive will be made available in both official languages.

SECTION 4. ACCESS AND INCLUSIVITY

To be inclusive of its members and guests, the PSAC NCRC and its Executive will endeavour to:

- a) Upon request, or known requirements, provide all official documentation of all meetings and events in alternative format;
- b) Hold all meetings and events in accessible locations;
- c) Upon request, or known requirements, will provide sound amplification equipment designed for use with hearing devices, such as hearing aids, for use at meetings and events;
- d) Upon request, or known requirements, provide sign language interpretation at meetings and events;
- e) Upon request, or known requirements, provide or accommodate with any ergonomic equipment required to allow persons with disabilities to fully participate in meetings and events ;
- f) Upon request, or known requirements, all meetings and events will be organized taking into consideration allergies and dietary restrictions of the participants;
- g) Organize all meetings and events taking into consideration that participants may freely stand and move about; and,
- h) Upon request, or known requirements, allow members who self-identify in advance to the appropriate PSAC staff members, may leave and/or enter any meetings where the doors are tiled.

SECTION 5. DEFINITIONS

5.1 GENERAL TERMINOLOGY

- a) **“NCRC”** means National Capital Region Council
- b) **“NCR Local”** means a Local, Directly Chartered Local (DCL), or Branch, that are affiliated to the NCR region with the majority of its members working in the National Capital Region (NCR).
- c) **“NCR Component Regional Officer”** means an elected Component Regional Officer who is a resident of **the NCR**,
or works in, the NCR and the majority of whose member jurisdiction works in the NCR;
or a Component Regional Officer who is a resident of, or works in the NCR **and** represents a large number of members in the NCR,
and has chosen, within three months after the Founding Meeting or three months after NCR members become a minority of **their** jurisdiction, to participate in the NCR Council rather than another Regional Council;
or a Component Regional Officer who is a resident of or works in the NCR, whose NCR members are a minority of **their** jurisdiction, and who chooses within three months of **their** election to participate in the NCR Council.
- d) **“Operational committee”** is an NCRC committee that does not have a specific equity-seeking or human rights mandate such as, the Education Committee, the Health and Safety Committee, the Communications Committee and the Finance Committee.
- e) **“Ex-officio”** means by virtue of office or position. In the context of these Bylaws and Regulations, an ex-officio member is a de facto member of a committee who has the same rights as other members of said committee.

As stated in Section 8.1 d) of these Bylaws, the REVP is an ex-officio

member of all NCR operational committees.

5.2 NCRC HUMAN RIGHTS COMMITTEES

These committees are composed of PSAC-NCR members.

- a) **Indigenous Action Circle (IAC)** seeks to assist the PSAC, the NCRC, and Locals in carrying out the actions outlined in the PSAC Statement of Principles on **Indigenous** Peoples' Rights.
- b) **Members with Disabilities Action Committee (MDAC)** welcomes members with **permanent or temporary** disabilities, whether **visible or invisible**. The purpose of the committee is to ensure that PSAC members with disabilities are given the opportunity to participate **equitably** in their union and **the** workplace.
- c) **Racially Visible Action Committee (RVAC)** provides a forum for racially visible members **engaged in** the elimination of discrimination, harassment and racism.
- d) **Pride Committee** welcomes members who self-identify as **2SLGBTQIA+**. This committee's vision is to work together **with allies and** the community.
- e) **Ottawa Regional Women's Committee (ORWC)** provides women a meeting place where they can **collectively** discuss, work, **and organize activities aimed at promoting** women's rights. The ORWC operates entirely in English.
- f) **Comité régional des femmes francophones (CRFF)** provides women a meeting place where they can **collectively** discuss, work, and organize activities aimed at promoting women's rights. The CRFF operates solely in French.

5.3 NCRC AREA COUNCILS (POLITICAL ACTION COMMITTEES)

The establishment, the organization and the operation of Area Councils is governed by the PSAC Constitution and Regulations.

These councils are composed of PSAC-NCR members.

- a) **Ottawa Area Council (OAC)** raises awareness on issues affecting our members, workers, and the Canadian public such as workers' rights and social justice. Members also participate in awareness activities with politicians led by the PSAC. The OAC works in Ontario.
- b) **Conseil Régional d'action politique de l'Outaouais (CRAPO)** raises awareness of issues affecting our members, workers and the Canadian public such as workers' rights and social justice. Members also participate in awareness activities with politicians led by the PSAC. The CRAPO works in Quebec.

5.4 NCRC OUTREACH AND OPERATIONAL COMMITTEES

These committees are composed of PSAC-NCR members.

- a) **Education Committee** plays an advisory role in developing the PSAC-NCR Education Program. The Committee reviews union education needs, determines how the region should respond to these needs, and finds ways to engage members through union education.
- b) **Health and Safety Committee (HSC)** promotes awareness and activism in our region with respect to health and safety by equipping members to contribute to the creation and to the preservation of healthy and safe work environments.
- c) **Communications Committee** provides recommendations to the NCRC Executive and its regional committees on communications issues. The Committee also provides support to Locals and to PSAC-NCR campaigns.
- d) **Young Workers Committee (YWC)** aims to engage, mobilize, retain, and educate young workers in the labour movement.. The committee also raises awareness on a series of issues that young workers face

today. Members of this committee are 35 years of age and under.

- e) **Directly-Chartered Locals (DCL) Committee** welcomes members who belong to Locals that are directly chartered to the PSAC (not affiliated with a Component). The committee aims to promote the engagement of DCL members in their union, provide a forum to discuss common issues and work collectively to find solutions.
- f) **Finance Committee** is composed of the Treasurer and the three members elected as outlined in 15.2(e) of these Bylaws. They fulfil the duties stated in Regulation 2.2 of these Bylaws and Regulations.

SECTION 6. MEMBERSHIP RIGHTS

Every member in good standing, as defined in Section 5 of the PSAC Constitution, is entitled to:

- a) union representation;
- b) be free from any act or omission on the part of the union, or other members, that would discriminate against the member on the basis of age, sex, colour, national or ethnic origin, race, religion, marital status, family status, criminal record, physical or mental disability, sexual orientation, gender identity or expression, genetic characteristics, language, political belief, social and economic class, or employer, and other factors;
- c) be free from harassment by another member, both within the union and in the workplace, on the basis of any of the grounds mentioned in paragraph (b); and
- d) be nominated for and hold elected office in the region subject to any qualifications stipulated elsewhere in the PSAC Constitution and Regulations and the NCRC Bylaws and Regulations;
- e) participate in the official language of their choice at all regional functions in keeping with the PSAC Constitution and Regulations.

SECTION 7. STRUCTURE OF THE NCRC

7.1 National Capital Region Council

7.1.1 Composition

The PSAC NCRC shall be composed of all of the following:

(a) Delegates

- i) the Regional Executive Vice-President - National Capital Region (REVP-NCR);
- ii) each affiliated Local or Branch of Components and DCL shall be entitled to:
 - o one (1) delegate for the first 215 members, and
 - o one (1) additional delegate for each additional 215 members or portion thereof (see Section 5 Definitions);
- iii) NCR Component Regional Officers (see Section 5 – Definitions);
- iv) Up to twenty (20) members of the Regional Council (i.e., NCRC Executive) shall be delegates;
- v) Each active Area Council shall be entitled to elect one (1) delegate;
- vi) Each active Regional Women's Committee shall be entitled to elect one (1) delegate;
- vii) Each active Regional Human Rights and Equity Committee shall be entitled to elect one (1) delegate;
- viii) Two(2) elected regional representatives to the National Indigenous Peoples' Circle shall be delegates;
- ix) Each Regional Young Workers Committee shall be entitled to elect (1) delegate;

(b) Alternates

- i) the Alternate Regional Executive Vice-President - National Capital Region (AREVP-NCR) shall be a delegate to the NCRC.

(c) Component Representation

Components without any NCR Component Regional Officers (see Section 5 – Definitions), may appoint a delegate to the PSAC NCRC providing that the appointee:

- i) resides or works in the NCR; and
- ii) holds elected office in an NCR Local, DCL or Branch or is an alternate to Component Regional Officer

7.1.2 Frequency of Meetings

The PSAC NCRC shall meet at least three (3) times per year, prior to the meetings of the National Board of Directors (NBoD). A two-day Annual General Meeting (AGM) shall be included as one of these three meetings.

7.1.3 Special Meetings

Special meetings of the PSAC NCRC shall be convened if 10% of Council members so signify their wish by petition to the NCRC Executive.

7.1.4 Quorum

Quorum at PSAC NCRC meetings will consist of the REVP or AREVP and twenty percent (20%) of members of the Council, including members elected to the NCRC Executive.

7.2 NCRC Executive

7.2.1 Composition of NCRC Executive

The PSAC NCRC Executive shall be composed of the following members:

- i) the REVP-NCR;
- ii) the representatives delegated by each of the Committees defined in Section 5 of these Bylaws.
- iii) a Treasurer;
- iv) six (6) Members-at-Large
- v) two (2) delegates from the NCR Separate Employers (SE) and Directly Chartered Locals (DCL) caucus ;

7.2.2 Alternates

- a) Three (3) **Alternate Members-at-Large** shall be elected in accordance with the procedures in Section 15.2. In the case of a vacancy **in the positions of Member-at-Large**, it shall be filled by the first alternate and a second vacancy by the second alternate.
- b) **One (1) alternate delegate shall be elected from the caucus of the NCR Separate Employers (SE) and Directly Chartered Locals (DCL) in the event of a vacancy.**
- c) A vacancy in the office of the REVP shall be filled by the AREVP.
- d) A vacancy in the office of AREVP occurring six months or more prior to the NCR Triennial Convention shall be filled in the following manner:
 - i) Nominations shall be called by the Alliance Executive Committee (AEC) from amongst all members in the NCR.
 - ii) The AEC shall ensure that all nominees are members in good standing of the PSAC-NCR, and that the nominator and seconder were delegates at the previous NCR Triennial Regional Convention.
 - iii) The nominations process will be concluded within 60 days from the date of notice of vacancy in the position of AREVP.
 - iv) If there is more than one nominee for the office of AREVP, and an election is necessary, it shall be conducted by the AEC from amongst those members in good standing who were voting delegates at the preceding NCR Triennial Regional Convention.

7.2.3 Frequency of Meetings

The PSAC NCRC Executive shall meet **at least** four (4) times per year. A special meeting of the PSAC NCRC Executive shall be convened **when three (3)** Executive members signify their **request** by petition to the REVP, or at the request of the REVP.

7.2.4 Council Status

Every member of the PSAC NCRC Executive is a member of the NCR Council.

7.2.5 Term of Office

- Three (3) of the six (6) Members at Large are elected for a term of two (2) years, starting at the 2016 AGM;
- The three (3) remaining positions for Members at Large are elected for a term of two (2) year, starting at the 2017 AGM;
- One (1) of the two (2) positions of representative for Separate Employers and DCLs are elected for a term of two (2) years, starting at the 2016 AGM;
- The other remaining position of representative for Separate Employers and DCLs are elected for a term of two (2) years, starting at the 2017 AGM;
- The Treasurer and the Alternate Treasurer are elected for a term of one (1) year.
- The REVP the AREVP are elected for a term of three (3) years at the NCR Triennial Convention; and

7.2.6 Quorum

Fifty per cent plus one (50% +1) shall constitute **the** quorum for the PSAC NCRC Executive.

SECTION 8. ROLES AND RESPONSIBILITIES

8.1 REGIONAL EXECUTIVE VICE-PRESIDENT (REVP-NCR)

The REVP-NCR shall:

- a) represent the NCRC at all meetings of the NBoD
- b) reports in writing on their activities at each meeting of the PSAC NCRC;
- c) assume the responsibility for the production and distribution of minutes for the PSAC NCRC and its Executive;
- d) act as an ex-officio member of all operational committees and shall have the authority in consultation with the PSAC NCRC Executive to designate a member of the Executive as an ex-officio member to all operational committees;
- e) shall interpret the PSAC NCRC Bylaws and Regulations.

8.2 PSAC NCRC Executive

The PSAC NCRC Executive shall be responsible for:

- a) advising the REVP and recommending actions that benefit the PSAC membership in the NCR.
- b) establishing Regional communications networks for members when required.
- c) identifying the needs and promoting services in the region including education, health and safety and others;
- d) creating and maintaining committees to accomplish the goals and objectives as established by the NCR Council; and
- e) the functioning of the PSAC NCRC between meetings;
- f) the appointment of an interim Executive member in the event of a position being vacated and cannot be filled by an alternate.
- g) each member shall provide a written activities report for the previous year at the AGM.

8.3 Treasurer

The Treasurer will be elected in accordance with Section 15.2. The Treasurer shall present:

- a) a draft annual budget to the first PSAC NCRC meeting of the year for approval;
- b) a current financial statement to each meeting of the PSAC NCRC and its Executive; and
- c) an audited financial statement for the previous fiscal year to the PSAC NCRC AGM for approval.

8.4 Alternate Treasurer

The Alternate Treasurer shall be elected at the first PSAC NCRC Executive meeting following the NCRC AGM, from amongst the members of the Executive. In the absence of, or the resignation of, the Treasurer, the alternate shall assume the responsibilities of the Treasurer.

SECTION 9. COMMITTEES

- (a) The PSAC NCRC Executive shall have the authority and the responsibility for establishing operational/standing committees of **the** Council.
- (b) The PSAC NCRC recognizes and supports the existence of the NCR Committees **and area councils** as defined in Section 5 of these Bylaws.
- (c) The PSAC NCRC shall elect a Standing Finance Committee in accordance with the procedures in Section 15.2.

SECTION 10. FINANCES AND COLLECTION OF MEMBERSHIP DUES

10.1 General Considerations

- a) The PSAC NCRC shall be funded from the budget allocated by the PSAC to the NCRC and from any membership dues levied on participating Locals, DCLs and Branches.
- b) The fiscal year of the PSAC NCRC shall be from January 1 to December 31 and all financial records shall be retained for seven years.
- c) Ratification of the annual budget requires a two-thirds (2/3) majority vote of the delegates present at the PSAC NCRC.
- d) The PSAC NCRC Executive shall have the authority to spend up to \$2,000.00 on any unbudgeted expenses. Such expenditures shall require a two-thirds (2/3) majority vote by the Executive.
- e) An annual audit shall be conducted on the PSAC NCRC revenues and expenditures in March of each year, by an independent certified auditor. The auditor shall be chosen at the first PSAC NCRC meeting of the year.
- f) The Standing Finance Committee or any PSAC NCRC delegate can recommend a forensic audit to Council at any time. A clear majority (50%+1) shall be required from Council to accept such a recommendation.

10.2 Signing Authority

The signing authority of the PSAC-NCRC shall be made up of the REVP-NCR, the Treasurer and one more person designated by the PSAC-NCRC Executive. Two of these three signatures shall be required on all disbursements after verification has been confirmed.

SECTION 11. REMOVAL FROM OFFICE AND DISCIPLINE

- a) In accordance with PSAC Constitution, Section 25 and Regulation 19 , NCRC Executive will forward: disciplinary findings, recommendations and reports to the appropriate PSAC bodies responsible for application of discipline.
- b) Upon application, the PSAC NCRC or its Executive may authorize a leave of absence for cause.



SECTION 12. AMENDMENT OF NCRC BYLAWS AND REGULATIONS

- a) Any amendment of, deletion from, or addition to these **Bylaws** shall become effective by approval of two-thirds (2/3) of the delegates voting at the AGM of the PSAC NCRC.
- b) Unless otherwise specified, any amendment of, deletion from, or addition to these **Bylaws and Regulations** shall become effective at the time of its adoption.

SECTION 13. REGULATIONS

The PSAC NCRC Executive shall have the authority to make such policies and regulations as are necessary for the administration of the affairs of the PSAC NCRC provided such policies and regulations do not conflict with the NCRC Bylaws and Regulations or with the PSAC Constitution and Regulations .

SECTION 14. PSAC NCRC MEETINGS AND ITS CONVENTIONS

14.1 The PSAC NCRC shall:

- a) hold its AGM in the Spring (April-May-June) of each year; and
- b) elect the Treasurer, Members at Large, Alternate Members at Large and delegates elected from the caucus of the NCR Separate Employers (SE) and Directly Chartered Locals (DCL).

14.2 The PSAC NCRC meetings shall:

- a) be chaired by the REVP-NCR, or, in their absence, by the AREVP-NCR;
- b) adopt rules of procedure governing the processing of all matters before it;
- c) deal with all resolutions and matters submitted to it by the Locals, DCLs, Branches, regional committees as defined in Section 5 of these Bylaws;
- d) deal with any administrative matter placed before it by the delegates, in the manner prescribed by the procedural rules adopted by the PSAC NCRC meeting for the orderly conduct of its business.

14.3 The AGM of the PSAC NCRC held in the year preceding the PSAC National Triennial Convention shall:

- a) be designated as the Triennial Regional Convention of the NCRC, to elect the REVP-NCR and AREVP-NCR, and to adopt resolutions to be forwarded to the PSAC National Triennial Convention;

14.4 For the purpose of representation at the Regional Triennial Convention:

- a) the representatives delegated defined in Section 7.1.1(a) of these Bylaws;
- b) as per Section 19(5)(b) of the PSAC Constitution and Regulations, members of the NBoD and full-time Component Vice-Presidents shall be entitled to delegate status to the caucus they have selected to participate in.

SECTION 15. REPRESENTATION AND VOTING AT THE PSAC NCRC MEETINGS

15.1 Eligibility for Office

To be eligible for office, a nominee must be a member in good standing of the PSAC and must be a resident of or work in the NCR. A nominator and a seconder must be duly accredited delegates at the meeting at which elections are held.

In the event that a member is not present at the meeting at which elections are held, but wishes to be nominated, they must have indicated so, in writing, their willingness to stand.

Nominees for the office of the REVP-NCR shall be prepared to live in a location as determined by the AEC.

15.2 Election of Officers and Alternates

- a) A nominations committee of at least three (3) persons shall be appointed by the PSAC NCRC from amongst the delegates registered to attend the NCRC AGM.
- b) The Nominations Committee shall:
 - i) receive nominations for the positions of REVP, AREVP, Treasurer, the six (6) Members-at-Large and the Alternate Members-at-Large;
 - ii) verify the eligibility of the nominees for the above-mentioned positions;
 - iii) ascertain the willingness of the nominees to accept and perform the duties of office to which they may be elected; and
 - iv) report the names of all nominees to the Triennial Regional Convention or the PSAC NCRC AGM.
- c) Nominations for the positions mentioned in Section 15.2(b) of these Bylaws, shall be filed with the Nominations Committee in writing, signed by a nominator and a seconder, each of whom shall be an accredited delegate. Nominations may also be received from the floor.

- i) Nominees for the REVP and the AREVP, who are **not** present at the Convention, must submit a nomination form to the PSAC Regional Coordinator prior to the start of the Regional Convention.
- ii) Nominees for the positions of the REVP and the AREVP, who are present at the Regional Convention, may submit a nomination form to the Regional Coordinator prior to the start of the Regional Convention. They may also submit their form to the Nominations Committee during Convention or be nominated from the floor of the Regional Convention. The Regional Coordinator will provide nomination forms received prior to the commencement of Convention to the Chair of the Nominations Committee as soon as the Nomination Committee has been ratified by Convention.
- d) The Chairperson of the Nominations Committee shall be appointed by the PSAC NCRC. The elections shall be conducted by either the Chairperson of the Nominations Committee or by a member or former member of the PSAC invited by the PSAC NCRC Executive. The Chairperson shall conduct the election of positions and shall have the power to appoint scrutineers and assistants to conduct elections in an orderly fashion subject to the limitations of Section 15.2.
- e) The election shall be conducted individually in the following order:
- the REVP;
 - the Alternate REVP;
 - the Treasurer;
 - the three (3) members-at-large;
 - the three (3) alternate Members-at-Large; and
 - the three members of the Standing Finance Committee.
- f) The nominee, or someone chosen by the nominee, may speak for a maximum of three (3) minutes.
- g) The election to each office shall be by secret ballot in accordance with Section 23 (8), (9) and (10) of the PSAC Constitution and Regulations.
- h) After each ballot and after the election of each position, the results will be revealed to the voting delegates. The elected candidate shall be

declared upon the receipt of a clear majority (50%+1) of the ballots cast or if the candidate is acclaimed. In the event that more than two (2) nominees stand for election to any one position, the election procedure shall be by way of elimination.

- i) In the event of a tie vote, the Chairperson shall immediately take a second ballot without recess or adjournment. If this results in a second tie vote, the Chairperson shall call a short recess before conducting a third ballot.
- j) Upon completion of the election of the REVP and the AREVP, the Nominations Committee will sign a declaration outlining:
 - o the number of accredited delegates;
 - o the number of accredited delegates voting;
 - o the vote tally for each candidate, and
 - o the number of spoiled ballots for each ballot during the election of the REVP.
- k) The signed declaration will be forwarded to the PSAC National President and maintained on file.
- l) The REVP and the AREVP shall take office at the end of the NCR Triennial Regional Convention.
- m) The candidate elected to the position of the REVP shall not hold any Component, Local, DCL or Branch Executive Officer position, other than that of a steward.
- n) The elected members of the PSAC NCRC Executive shall hold only one position on the Executive. In the event that a member of the NCRC Executive is elected to another position of this Executive, this member shall be required to immediately resign from one of the positions.

15.3 Submission of Resolutions

- a) The PSAC NCRC Executive shall establish one or more resolutions committee of the NCRC members to deal with all resolutions.
- b) Resolutions may be submitted by the PSAC NCRC and its Executive, NCR Committees as defined in Section 5 of these Bylaws and Locals,

DCLs and Branches of the NCR.

- c) Resolutions are to be submitted six (6) weeks prior to any PSAC NCRC meeting. Resolutions received after this cut-off shall be considered late resolutions.
- d) All resolutions submitted after the deadline are considered as late resolutions. Emergency resolutions shall be presented to the meeting Chairperson for referral to the Resolutions Committee. The meeting Chairperson shall determine whether the resolution deals with a situation which was not known at the time of the original callout for resolutions. The assembled delegates will be asked to vote on the acceptance of an emergency resolution.
- e) Any resolutions not dealt with at any meeting of the PSAC NCRC will require a motion to refer, to forward to the PSAC NCRC Executive.

SECTION 16. OATH OF OFFICE

"I _____, having been elected an officer of the PSAC National Capital Region Council, solemnly declare that for my term of office I shall abide by and uphold the NCRC **Bylaws and Regulations**, and the Constitution **and Regulations** of the Public Service Alliance of Canada, fulfil the duties of such office, will maintain and uphold the dignity of the Union and will always keep confidential all matters concerning the affairs of the Union that are brought to my attention."

REGULATIONS TO THE **BYLAWS** OF THE PSAC NCRC

REGULATION 1. RULES OF ORDER

The PSAC NCRC will follow the PSAC Rules of Order and will abide by Regulation 12 of the PSAC Constitution **and Regulations, such as:**

- 1.1. speeches shall be limited to three minutes;
- 1.2. a vote by secret ballot shall be taken only on a substantive motion at the request of one-third **(1/3)** of the delegates present;
- 1.3. one-third **(1/3)** of the delegates at the PSAC NCRC meeting may request, and have ordered, a recorded vote. Upon receiving such a request, the Chairperson shall require the calling of the roll and record the names of those delegates voting in the affirmative and in the negative. Once the Chairperson has called the question, it shall not be in order to request a recorded vote;
- 1.4. **the** election of officers shall be conducted in accordance with the provisions of the PSAC NCRC **Bylaws and Regulations – and in accordance with the PSAC Constitution and Regulations.**

REGULATION 2. COMMITTEES

2.1 Requirements

- a) The PSAC NCRC Executive will establish the mandate and terms of reference, including reporting structure, for any operational and/or standing committee it establishes subject to the PSAC NCRC Bylaws and Regulations.
- b) Notwithstanding Subsection (a), the equality-seeking committees recognized in the PSAC NCRC Bylaws and Regulations shall have the authority to establish their own mandates and terms of reference.
- c) A list of committees of the PSAC NCRC will be published annually along with a list of committee contacts.

2.2 Finance Committee

- a) shall be composed of the Treasurer and the three (3) elected members in accordance to 15.2(e) of these Bylaws. shall meet with the REVP-NCR when necessary. Should a meeting be deemed necessary by the Treasurer, the committee will meet before the next regularly scheduled meeting of the PSAC NCRC;
- b) will review past and present expenditures and will provide the costing for resolutions and/or motions presented to the meetings of the PSAC NCRC and its Executive;
- c) will provide a report in writing to the REVP's office for distribution to the PSAC NCRC Executive, immediately prior to all PSAC NCRC meetings, and
- d) will provide a report in writing to the REVP's office for distribution to all PSAC NCRC meetings.

REGULATION 3. PSAC NCR COUNCIL EXECUTIVE RESPONSIBILITIES

3.1 NCRC Executive

The NCRC Executive shall be responsible for:

- a) facilitating communication amongst the PSAC Centre (headquarters), Regional Offices, Components and Local, DCLs, Branches on:
 - i) current union, social and community issues affecting members;
 - ii) PSAC education courses, conferences, and forums to include membership feedback;
 - iii) education, conferences and forums of labour partners and social agencies where the content would directly benefit the members; and
 - iv) the Local, Component and PSAC membership lists for the NCRC.
- b) facilitating Local to Local communication and Regional communications networks that will aid in buildings and complexes where members of many Locals and Components work, by:
 - i) mapping the Component/Local/location relationship and providing guidance and assistance in the establishment of inter-site communications;
 - ii) providing assistance and education to Locals and members in networking; and
 - iii) monitoring progress of both the PSAC Web and other Regional communications networks for the purpose of recommending improvements and assisting with their implementation.
- c) assisting in the education of members on the following matters:
 - i) Government legislation which governs the members (Public Service Employment Act, Federal Public Sector Labour Relations Act, Canada Labour Code, provincial labour codes, etc.);
 - ii) violence and harassment in the workplace, in society and within the union;
 - iii) social skills and related issues such as family relationships, budgeting and debt counselling, grieving, alcoholism, etc.
 - iv) current vital issues such as the occupational group structure review

process , pay equity, collective bargaining, strike mandates, by providing a liaison and communication service between the provider and recipient;

- d) the creation and function of operational committees for the purpose of aiding and educating members in the Region. Such committees shall not be struck where their purpose would duplicate the efforts of other existing PSAC or Component committees within the NCR;
- e) the functioning of the PSAC NCRC between meetings.

3.2 Alternate Regional Executive Vice President (AREVP)

As per Section 23(10)(c) of the PSAC Constitution and Regulations, the AREVP-NCR is responsible for:

- a) should the REVP-NCR be unable to complete their term of office, the AREVP shall assume the responsibilities and duties of the REVP-NCR for the remainder of the NCRC cycle – if so directed by the PSAC National President; ;
- b) should the REVP-NCR be temporarily unavailable (i.e., vacations, illness, national meetings, training, etc.), the REVP may assign their responsibilities and duties to the AREVP on an interim basis;
- c) the REVP-NCR may request of the AREVP-NCR a report on their activities and recommendations to be presented at an annual meeting of the NCRC;
- d) upon request by the REVP-NCR, the AREVP-NCR will provide assistance to the REVP or act on their behalf;
- e) the AREVP-NCR shall review agenda items and decisions with the REVP-NCR following each NCRC and NCRC Executive meeting;;
- f) the AREVP-NCR shall receive the same correspondence as the REVP-NCR;
- g) the AREVP-NCR shall perform other responsibilities as determined by the NCRC Executive and/or the REVP-NCR.

REGULATION 4. PSAC NCRC FINANCIAL PRINCIPLES

4.1 Committees must provide to the REVP's Office the record of decisions (meeting minutes) of all meetings in the previous year to access funding for the current year. The Treasurer will monitor this, with the assistance of the REVP's Office. Failure to submit these records could result in denial of access to funding.

4.2 No committee of the NCRC will receive no more than 25% of their annual allocation until they have presented a written detailed financial forecast and action plan for the year.

4.4 With the development of a 3-year budget cycle of the NCRC, Committees will be encouraged to develop a 3-year project plan. The Treasurer will work with the committees to carry over their unexpended funds during the 3-year cycle. Each committee will start at zero following a 3-year cycle. The first 3-year cycle to be 2006/2007/2008.

4.5 There are three (3) fundamental restrictions in association with the NCR Committee Budgets. Committees may approve:

- a) travel outside the region to a maximum of \$500.00 per member per trip per year;
- b) individual donations to a maximum of \$500.00 per donation per organization per year within their respective budgets; and
- c) the expenses of a guest speaker to a maximum of \$500.00 per event.

4.6 Committee chairpersons may be authorized to spend up to \$250.00 from their respective committee budget. Any amount higher must be approved by the Committee's executive or the membership of said committee.

REGULATION 5. MEMBER-AT LARGE

A Member-at-Large is a PSAC-NCR member who is elected to sit on the NCRC Executive but doesn't have a specific mandate. Unlike the chairpersons of regional committees, Members-at-Large are not elected to represent members belonging to a specific community of interest.

Members-at-Large are elected leaders of the NCR Council. As with all regional leaders, Members-at-Large are expected to contribute to regional strategies and actions, in accordance with PSAC priorities.

As such, shortly after the election of each new Member-at-Large, the REVP will assign them a “portfolio”, in consultation with each Member-at-Large individually.

Each Member-at-Large will be asked to choose to work in a portfolio that is meaningful to them, both in terms of experience as well as interest. For this reason, Members-at-Large should notify the REVP of their area of interest or expertise, as soon as possible after being elected.

For portfolio suggestions, Members-at-Large can consult the *Guide for Members of the PSAC-NCR Executive* or ask the REVP for suggestions.

The REVP may also designate a Member-at-Large as an ex-officio member of an operational committee of the PSAC-NCR, in accordance with Bylaw 8.1 of the NCRC.

If two or more Members-at-Large are interested in the same portfolio, the REVP may expand the scope of a project or may encourage the Members-at-Large to work on different portfolios. The REVP will make the final decision when necessary.

Members-at-Large will report on their activities at meetings of the NCRC Executive. They will also report to the NCR Council in the manner prescribed in these Bylaws and Regulations.

Should a Member-at-Large not participate in activities to advance the work of the PSAC-NCR, the REVP will follow-up with the Member-at-Large to reconfirm their interest in their role.