



## Review Checklist

### Regional Committee Terms of Reference (ToR)

#### 1. Authority

- Our ToR states that the Committee operates under the PSAC Constitution and the PSAC-NCR Bylaws.
- Our ToR states that if there is a conflict, the PSAC Constitution prevails.

#### 2. Membership & Participation (Member Rights – Section 5)

- Committee membership is limited to PSAC members in good standing.
- All members in good standing may attend meetings and speak.
- The ToR does not add extra conditions such as:
  - Minimum or maximum years of service
  - Attendance requirements
  - Officer-only participation

→ If members can attend and speak, Section 5 is respected.

→ If extra conditions exist, they should be removed.

#### 3. How Decisions Are Made

- The ToR clearly explains how decisions are made.

##### *If the Committee uses consensus*

- The ToR states that the Committee seeks consensus first.
- Consensus is described as general agreement, not a vote.
- The ToR makes clear that having a voice does not automatically mean having a vote.

→ If consensus is used, representation rules in Section 4 still apply.

#### 4. When Consensus Does Not Work

- The ToR explains what happens if consensus cannot be reached.

##### *If a formal decision or vote is required*

- The ToR states that the Committee will:
  - identify who is authorized to decide under Section 15(3)(b); and

→ If a vote is needed, the Committee seeks support from the NCR Regional Office or the Regional Executive Vice President.

**5. One Member per Local or Branch**

- The ToR complies with Section 15(3)(b) of the PSAC Constitution.

***If the Committee uses voting***

- Only one (1) member per Local is permitted to vote.

***If the Committee does not use voting***

- Only one (1) member per Local participates in the process by which decisions are made.

→ If more than one member from the same Local or is deciding, the ToR must be updated.

**6. Balance & Fair Representation**

- The ToR prevents any Local or group from being over-represented.
- Observers or guests are clearly identified as non-voting.

**7. Officers & Elections**

- Officer roles are defined and elected at the Annual General Meeting (AGM).

**8. Meetings & AGMs**

- An AGM is required annually.

→ If the committee is listed in Section 15(4) of the PSAC Constitution, the ToR requires a minimum of four (4) meetings per year.

**9. Discipline & Conduct**

- The ToR does not create its own discipline process.
- Any discipline matters are referred to Section 25 of the PSAC Constitution.

**10. Financial Accountability**

- The ToR requires an annual budget.
- The ToR requires an annual financial report.
- Financial rules align with the requirements set out in the PSAC Constitution and the PSAC-NCR Bylaws and Regulations.