Proposed Updates to NCR Council Regulations

Overview for the NCR Council Executive

Purpose of the Package

The NCR Council's Regulations need to reflect how our regional structures operate today. Some existing provisions are outdated, while other areas lack clear guidance. This package is a first step towards updating those rules. The goal is to support elected volunteers in their work, strengthen accountability to members, and ensure that regional resources are used effectively.

These are working drafts. They are being brought forward for discussion and feedback, with the plan to develop them further through shared leadership.

Updates to Existing Regulations

Regulation	Summary of Proposed Changes
Regulation 2 – Committees	• Clarifies membership and voting rights, AGM planning, elections and vacancies, records management and the responsibilities of the Standing Finance Committee. • Preserves the right of recognized equity-seeking committees to establish their own mandates and terms of reference.

Regulation 4 – Financial Principles	• Updates financial reporting and reimbursement requirements, clarifies spending authorities • Establishes rules for carrying forward unspent funds and connects annual financial planning to proposed Regulation 8 • Strengthens conflict-of-interest provisions.

Significant Changes

One of the more significant changes in Regulation 4 concerns carrying forward unspent funds from one year to the next. Under the proposal, committees and councils could automatically carry forward up to 50% of their previous year's annual allocation (within the three-year budget cycle).

For amounts above that limit, committees and councils would develop a plan outlining the purpose of the funds, how they would be used and the anticipated timeline. The plan would be approved by their membership and then brought to the NCRC for approval, after being reviewed by the Standing Finance Committee.

The intention is to preserve flexibility for future initiatives while strengthening members' role in deciding how regional resources are used. Committees and councils would continue to have opportunities to save for larger projects, multi-year activities or anticipated commitments, with a clear, member-approved purpose for doing so.

This approach also recognizes the importance of balancing future plans with opportunities to engage and support members today. Funds carried forward for future use are resources that could otherwise support organizing, education, mobilization and other activities in the current year.

The proposed changes would give committees and councils a consistent process for planning ahead, provide members with a meaningful role in those decisions and help the NCR Council maintain a clearer picture of regional resources and upcoming initiatives.

Proposed New Regulations	
Regulation	**Purpose**
Regulation 6 – Travel and Transportation	• Establishes consistent rules for mileage, parking, taxis, rideshares and rental vehicles. • Consolidates existing guidance and replaces the separate taxi chit policy.
Regulation 7 – Food Safety and Dietary Needs	• Establishes minimum food safety requirements, addresses allergies and dietary restrictions, and provides guidance for potlucks and catered activities.
Regulation 8 – Strategic Planning and Annual Reporting	• Introduces annual planning and reporting requirements to help committees and councils identify priorities, connect activities to their mandates and report on results to members.
Regulation 9 – Electronic and Circular Votes	• Establishes when decisions can be made between meetings, which matters require discussion at a meeting, and how voting rights, confidentiality and results are protected.

A Closer Look at Regulation 8 – Strategic Planning and Annual Reporting

Regulation 8 proposes a more coordinated approach to planning across the region, while maintaining the independence of committees and councils to establish priorities that reflect their mandates and the needs of their members.

Regional goals would be developed through consultation between the REVP and NCRCE. These would provide a common direction for the

region and help identify opportunities for collaboration, without dictating the activities of individual committees and councils.

Each committee and council would then develop its own annual plan, approved by its membership, identifying what it wants to accomplish, the activities it intends to undertake, the outcomes it hopes to achieve and the resources required. Progress would be reported back to members at the respective AGM.

This connects directly to the proposed financial changes in Regulation 4. Annual planning should provide members with an opportunity to consider not only what activities they want to undertake, but also whether funds should be spent in the current year or retained for a specific future purpose.

The proposal also aims to strengthen coordination between committees and councils, identify shared priorities and create opportunities to work together. Annual plans and reports would help the NCRCE better understand the work happening across the region, identify where additional support is needed and make more informed decisions about regional resources.

Next Steps

Our regulations should support members who step forward to do this work. They should also provide clear expectations, fair processes and meaningful accountability.

I am bringing these proposals forward because updating our governance needs to be a collective responsibility.

I am inviting the NCRCE to consider:

1. Which proposed changes would be most useful to committees, councils and their members?
2. Are any requirements unclear, too restrictive or likely to create unnecessary administrative work?
3. Where should decision-making authority and oversight rest?

4. What guidance, resources and transition time would be needed to implement the changes?
5. How should we involve committee and council executives in reviewing and refining these proposals?

This package is not intended to be a complete review of every NCR regulation. There is more work to do, and future updates should build on what we learn through this process. My hope is that we use these proposals to begin a constructive conversation, identify areas of agreement and concern, and develop regulations that reflect our shared priorities.

PROPOSED REGULATION

REGULATION 2 – COMMITTEES

1. Purpose

1.1 This regulation sets out how NCR Committees and Area Councils operate, make decisions and report on their work.

1.2 All Committees and Area Councils must follow the PSAC Constitution and NCRC Bylaws. If there is a conflict, the PSAC Constitution takes precedence.

2. Mandates

2.1 The NCRC Executive will establish the mandates and terms of reference for the operational and standing committees it creates. Equity-seeking committees recognized in the NCR Council Bylaws have the right to establish their own mandates and terms of reference.

2.2 Under Section 14(6) of the PSAC Constitution, Area Councils establish their own bylaws.

2.3 Committee terms of reference and Area Council bylaws must explain:

a) Their purpose and responsibilities;

b) Who can participate, speak and vote;

c) How decisions are made, including when consensus cannot be reached;

d) Executive positions, elections, and vacancies; and

e) How finances are managed and reported.

2.4 Committees and Area Councils should review their terms of reference or bylaws at least once a year.

2.5 Proposed changes must be sent to the REVP Office for review before members vote on them. Once approved by members, the updated terms of reference or bylaws must be sent to the REVP Office.

3. Membership and Decision Making

3.1 Under Section 5 of the PSAC Constitution, PSAC members in good standing may attend regional committee meetings and take part in discussions. Committees cannot limit these rights based on previous attendance, years of union membership or executive positions.

3.2 Under Section 15(3)(b) of the PSAC Constitution, only one member from each Local or Branch may vote on a regional committee decision. This also applies to decisions made by consensus. Other members may take part in discussions but not the final decision.

3.3 Committees that use consensus must explain what happens when agreement cannot be reached. Guests and observers do not have voting rights.

3.4 Area Council participation and voting rights follow Section 14(4) of the PSAC Constitution.

3.5 Committees and Area Councils must follow the PSAC Rules of Order and their approved terms of reference or bylaws, provided these do not conflict with the PSAC Constitution or NCRC Bylaws.

3.6 All decisions must be recorded in the meeting minutes.

4. Meetings, Elections and Vacancies

4.1 Committees and Area Councils must hold an Annual General Meeting (AGM) each year and:

a) Notify the REVP Office of the AGM date at least two months in advance; and
b) Work with the REVP Office on communications, outreach and member participation.

4.2 Under Sections 14(13)(a) and 15(4) of the PSAC Constitution, Area Councils and regional committees covered by Section 15 must meet at least four times a year.

4.3 Members must receive advance notice of meetings, including the date, time, location or meeting link, and agenda.

4.4 Executive elections must take place at the AGM, following the PSAC Constitution and the applicable terms of reference or bylaws.

4.5 When an executive position becomes vacant, the Committee or Area Council must notify its members and the REVP Office.

4.6 If a vacancy occurs:

a) More than four months before the next AGM: A special election must be held with at least 30 days' notice to members, following the PSAC Constitution, PSAC Rules of Order and applicable terms of reference or bylaws.
b) Four months or less before the next AGM: The executive may appoint someone to fill the position until the AGM, where permitted by the applicable rules. The appointment must be presented to members for ratification at the next general meeting.

4.7 Election results and interim appointments must be recorded in the meeting minutes and sent to the REVP Office.

5. Records and Reporting

5.1 Committees and Area Councils must keep meeting minutes, financial records and other documents related to their work using approved PSAC systems and in accordance with the PSAC Privacy Policy.

5.2 Draft and approved meeting minutes must be sent to the REVP Office as required under Regulation 4. Area Councils must also follow Section 14(14)(a) of the PSAC Constitution.

5.3 Committees and Area Councils must prepare budgets and financial reports under Regulation 4, and annual strategic plans and activity reports under Regulation 8.

5.4 Outgoing executives must transfer records, accounts and unfinished work to the incoming executive, with support from the REVP Office.

5.5 The REVP Office will publish an updated list of NCRC Committees and Area Councils, including their executive officers and official contact information, at least once a year.

6. Conduct and Discipline

6.1 Committees and Area Councils must follow PSAC policies on member conduct. They cannot create their own discipline processes. Discipline matters must follow Section 25 of the PSAC Constitution and applicable PSAC regulations.

7. Standing Finance Committee

7.1 The Standing Finance Committee has three members elected by the NCRC, under Section 9(c) of the NCRC Bylaws. The Regional Treasurer chairs the Committee.

7.2 The Alternate Treasurer may attend meetings and take part in discussions but does not receive an additional vote. When acting in place of the Regional Treasurer under Section 8.4 of the NCRC Bylaws, the Alternate Treasurer will chair the Committee. The REVP may also attend meetings.

7.3 The Standing Finance Committee must meet before each regularly scheduled NCRC general meeting and AGM, and at other times when needed.

7.4 The Standing Finance Committee is responsible for:

a) Reviewing NCRC financial reports and spending;
b) Reviewing the costs of motions and resolutions brought to the NCRC or its Executive;
c) Reviewing Committee and Area Council budgets, spending and unspent funds; and

d) Reviewing requests to carry forward funds under Regulation 4.

7.5 The Standing Finance Committee must provide a written report to the NCRC before each meeting and share it with delegates. The Committee must also present an annual summary of Committee and Area Council budgets, spending and carry-forward balances.

7.6 The Standing Finance Committee must keep minutes of its meetings, including decisions and recommendations. Members who disagree with a recommendation may ask to have their views included in the report.

8. Interpretation and Support

8.1 Any matter not covered by this regulation must be referred to the REVP for interpretation and approval.

8.2 The REVP Office will provide access to approved systems, templates, guidance and other resources to help Committees and Area Councils meet their responsibilities and protect members' information.

8.3 Any exceptions must follow the PSAC Constitution and NCRC Bylaws

PROPOSED REGULATION

REGULATION 4 – PSAC NCRC FINANCIAL PRINCIPLES

1. Meeting Minutes and Financial Records

1.1 Committees and Area Councils must send their approved meeting minutes to the REVP Office within 30 days of approval.

1.2 Draft minutes may be used to process expenses before the minutes are approved.

1.3 If meeting minutes are missing, the REVP Office will ask the Committee or Area Council to provide them. Access to funding may be limited until the minutes are received.

2. Payments and Reimbursements

2.1 To have an expense paid or reimbursed, Committees and Area Councils must provide:

a) Draft or approved meeting minutes showing that the expense was authorized, unless it was approved by the Chairperson under Section 6;

b) Receipts or invoices; and

c) Other information as required by the Standing Finance Committee.

2.2 All documents must be submitted to the REVP Office within three months of the expense.

2.3 Exceptions to this deadline require approval from the REVP.

2.4 The REVP Office and Regional Treasurer will provide the forms, templates and guidance needed submit expenses and request reimbursements.

3. Budgets and Annual Planning

3.1 Each Committee and Area Council must submit a budget request to the REVP Office and Regional Treasurer as part of the NCRC budget process.

3.2 Budget requests must explain how the funds will support the Committee or Area Council's work.

3.3 Each Committee and Area Council must prepare an annual strategic plan and financial forecast, as required under Regulation 8.

3.4 Members must approve the annual strategic plan and financial forecast at the first meeting following the AGM. Once approved, both documents must be sent to the REVP Office and Regional Treasurer.

3.5 Committees and Area Councils may use up to 25% of their approved annual budget before submitting their annual strategic plan and financial forecast. They may use the remaining funds once the approved documents have been submitted.

3.6 Any major changes to planned spending must be reported to the REVP Office and Regional Treasurer.

4. Carrying Forward Unspent Funds

4.1 During the NCRC's three-year budget cycle, Committees and Area Councils may carry forward unspent funds from one year to the next, up to 50% of the previous year's approved annual budget.

4.2 To carry forward more than 50%, the Committee or Area Council must prepare a plan explaining:

a) How much it wants to carry forward;

b) Why the money was not spent;

c) What the money will be used for; and

d) When it plans to spend the money.

4.3 Members must approve the plan at a general meeting. The plan must then be sent to the REVP Office for review by the Standing Finance Committee.

4.4 The NCR Council must approve the plan at a meeting before the Committee or Area Council can carry forward more than 50%.

4.5 Any funds above the 50% limit cannot be used without NCRC approval. The NCRC may decide to use these funds for other purposes.

4.6 The 50% limit is based on the previous year's approved annual budget. Money carried forward from earlier years is not included in that budget amount but counts toward the total unspent funds.

4.7 Unspent funds cannot be carried forward into a new three-year NCRC budget cycle.

5. Spending Limits

5.1 Committees and Area Councils may approve:

a) Up to $500 per member, per trip, for travel outside the region;

b) Donations of up to $1,000 per organization, per calendar year; and

c) Up to $1,000 in guest speaker expenses per event.

5.2 These limits apply to the total amount spent. Expenses cannot be split into smaller payments to get around the limits.

5.3 Requests to spend more than these amounts must be sent to the REVP Office for review and approval through the appropriate process.

6. Chairperson Spending Authority

6.1 Committee and Area Council Chairpersons may approve up to $250 in expenses without asking the executive or membership first.

6.2 Where a Committee or Area Council has Co-Chairpersons, the $250 limit is shared between them, not $250 each. Both Co-Chairpersons must agree before an expense is approved under this authority.

6.3 The Chairperson must present these expenses to members for ratification at the next general meeting.

7. Financial Reporting

7.1 The Treasurer, or the executive member responsible for finances, must give a financial update at each general meeting.

7.2 The update must show:

a) The annual budget;

b) How much has been spent;

c) Any expenses approved but not yet paid; and

d) How much money remains.

7.3 At each AGM, the Treasurer must present an annual financial report showing how the funds were spent and how much remains.

7.4 The annual financial report must be sent to the REVP Office following the AGM.

8. Conflicts of Interest

8.1 Members must declare any personal, family or financial interest in a spending decision.

8.2 A member with a conflict of interest cannot take part in the discussion or vote on that expense. The conflict must be included in the meeting minutes.

8.3 Committee and Area Council funds cannot be used to pay PSAC members or staff for work or services. This includes honoraria, gift cards or other forms of payment. Members may still claim eligible expenses under PSAC policies.

8.4 An exception may be made if the member or PSAC staff person runs an incorporated business and can provide an itemized invoice or receipt that includes applicable taxes. The expense must be approved in advance and follow applicable PSAC policies.

8.5 Committees and Area Councils cannot hire or pay family members of their executive officers or anyone involved in approving the work. This includes services provided through a business owned or operated by a family member, whether directly or indirectly.

8.6 For this regulation, family includes spouses or partners, parents, children, siblings, stepfamily and in-laws.

8.7 Members cannot use their union position to benefit themselves, their family or someone with whom they have a close personal or business relationship.

8.8 Any possible conflict of interest not covered here must be brought to the REVP before a decision is made.

9. Interpretation and Exceptions

9.1 Any financial matter not covered by this regulation must be referred to the REVP for interpretation and approval.

9.2 The REVP may approve exceptions where permitted by the NCRC Bylaws and PSAC National policies. The restrictions on paying PSAC members, staff and family members in Section 8 cannot be waived, except as expressly permitted under Section 8.4.

9.3 The REVP Office may develop forms and procedures to support this regulation.

10. Effective Date

10.1 This regulation takes effect when adopted by the NCRC Executive.

PROPOSED REGULATION

REGULATION 6 – TRAVEL AND TRANSPORTATION

1. Purpose

1.1 This regulation establishes the requirements for the authorization and reimbursement of transportation expenses associated with activities organized or approved by the PSAC National Capital Region Council (NCRC), its Committees and Area Councils.

1.2 Transportation arrangements must be reasonable, necessary, safe and cost-effective, while supporting members' participation in union activities.

2. Scope

2.1 This regulation applies to transportation expenses funded through NCRC Committee and Area Council budgets, including public transit, taxis, rideshares, personal vehicles, rental vehicles and group transportation.

2.2 Transportation associated with members' access or accommodation needs is governed by applicable PSAC National policies and requires the prior approval of the Regional Executive Vice-President (REVP).

2.3 Travel funded by PSAC National or other union bodies remains subject to their applicable policies.

3. Authorization and Spending Limits

3.1 Transportation expenses must be approved in advance by the Committee or Area Council responsible for the activity.

3.2 All expenditures must remain within the Committee or Area Council's approved budget and comply with Regulation 4 – PSAC NCRC Financial Principles.

4. Transportation Requirements

4.1 Public Transit and Personal Vehicles

Public transit, carpooling and personal vehicles should be encouraged where practical.

Mileage reimbursement is governed by the PSAC Travel Policy and is only available for travel of **40 kilometres or more in one direction**. Travel of less than 40 kilometres in one direction is not eligible for mileage reimbursement.

Reasonable parking expenses incurred for approved union activities are eligible for reimbursement with receipts, regardless of whether the travel qualifies for mileage reimbursement.

4.2 Taxis and Rideshares

Taxis and rideshares may be authorized where reasonably necessary, including when public transit is unavailable or impractical, when safety concerns exist, or when shared transportation is more cost-effective.

Taxi chits must be obtained through the REVP Office, used only with authorized providers and a photo should be submitted to the treasurer of the approving body and the REVP Office following the activity.

4.3 Rental Vehicles

Rental vehicles may be authorized where necessary to transport equipment or members, reach locations with limited transportation options, or achieve demonstrable cost savings.

All rentals require advance approval by the Committee or Area Council, supported by a brief justification and estimated cost. Appropriate insurance must be confirmed before the rental, and only authorized drivers may operate the vehicle.

4.4 Group Transportation

Group transportation should be considered where it facilitates member participation or reduces overall costs.

5. Documentation and Accountability

5.1 All transportation expenditures must be supported by appropriate receipts, expense claims and documented approvals, in accordance with Regulation 4.

5.2 Committee and Area Council Chairpersons and Treasurers are responsible for monitoring transportation expenditures and ensuring compliance with this regulation.

5.3 Expenses incurred without the required approval or supporting documentation may be denied reimbursement.

5.4 Unauthorized expenditures or irregularities shall be referred to the REVP Office for review.

6. Interpretation and Exceptions

6.1 Any transportation request, circumstance or expenditure not expressly addressed by this regulation shall be referred to the REVP for interpretation and approval before the expense is incurred.

6.2 Exceptions to the requirements of this regulation require the prior approval of the REVP and must remain consistent with the NCRC Bylaws, financial regulations and applicable PSAC National policies.

6.3 The REVP Office may establish administrative procedures and forms necessary to implement this regulation.

7. Effective Date

7.1 This regulation shall take effect upon adoption by the NCRC Executive and replaces the existing PSAC NCR Taxi Chit Policy for NCR Committees and Area Councils.

PROPOSED REGULATION

REGULATION 7 – FOOD SAFETY AND INCLUSIVE CATERING

1. Purpose

1.1 This regulation sets minimum standards for food safety and inclusive catering at events organized or funded by the PSAC National Capital Region Council (NCRC), its Committees and Area Councils.

1.2 The goal is to keep participants safe, respect different dietary needs and ensure responsible use of union funds.

2. Scope

2.1 This regulation applies to all NCRC Committee and Area Council activities where food is purchased, prepared or served.

2.2 All food expenses must be approved in accordance with Regulation 4 – PSAC NCRC Financial Principles.

3. Food Sources and Safety

3.1 Food must come from licensed and inspected food providers or be commercially packaged, except for potlucks described in Section 5 of this regulation.

3.2 Members and volunteers will not serve homemade food at NCRC activities unless the event is clearly identified as a potluck.

3.3 Organizers must ensure that food is handled and served safely. This includes:

a) Keeping hot food at 60°C or higher and cold food at 4°C or lower;
b) Washing hands and using clean serving utensils;

c) Keeping foods and utensils separate to prevent contamination and accidental contact with allergens; and
d) Ensuring that anyone who may be sick does not handle or serve food.

4. Inclusive Catering and Dietary Needs

4.1 Organizers must make reasonable efforts to provide food options that meet participants' dietary needs, including vegetarian, vegan, religious and allergy-related requirements.

4.2 When participants register in advance, they must have an opportunity to identify food allergies and dietary restrictions.

4.3 Organizers must share these requirements with the food provider ahead of time and make reasonable efforts to provide suitable options.

4.4 Ingredient and allergen information must be available to participants. Food should be clearly labelled.

4.5 Food prepared for specific dietary needs must be clearly identified and kept separate to prevent accidental contact with other foods.

4.6 Food must not be described as allergen-free unless the food provider can confirm this.

4.7 Information about participants' allergies and dietary needs must be kept confidential and shared only with those who need it to arrange the food.

5. Potlucks

5.1 Committees and Area Councils may organize potlucks if participants are told in advance that the event is a potluck.

5.2 Participants must be informed that homemade food may not meet the same safety standards as food prepared by licensed providers.

5.3 Members bringing food must provide ingredient lists and identify known allergens.

5.4 Organizers must tell participants about any food restrictions before the event, without sharing anyone's personal or medical information.

5.5 Potlucks must still follow the food safety requirements set out in Section 3.3 of this regulation.

6. Responsibilities and Incident Reporting

6.1 Committees and Area Councils are responsible for making sure this regulation is followed at their events.

6.2 Organizers must give volunteers clear food-handling instructions and provide the supplies needed to serve food safely.

6.3 Any suspected food poisoning, allergic reaction or other food-related health incident must be addressed immediately. Emergency services must be contacted when needed.

6.4 Food-related incidents must be reported to the REVP Office as soon as possible.

7. Interpretation and Exceptions

7.1 Any food safety or catering issue, request or expense not covered by this regulation must be referred to the REVP for interpretation and approval.

7.2 The REVP Office may develop checklists, forms and other procedures to support this regulation.

8. Effective Date

8.1 This regulation takes effect when adopted by the NCRC Executive.

PROPOSED REGULATION

REGULATION 8 – STRATEGIC PLANNING AND ANNUAL REPORTING

1. Purpose

1.1 This regulation sets out how the National Capital Region Council (NCRC), its Committees and Area Councils plan their work and report on their activities.

1.2 The goal is to support effective planning, responsible spending and accountability to members.

2. Regional Strategic Goals

2.1 The Regional Executive Vice President (REVP), in consultation with the NCRC Executive, will identify regional goals for the NCRC's three-year budget cycle.

2.2 These goals will help guide regional activities and encourage Committees and Area Councils to work together.

2.3 The REVP Office will share the regional goals with Committees and Area Councils to support their planning.

3. Annual Strategic Plans

3.1 Each Committee and Area Council must prepare an annual strategic plan based on its mandate, members' needs and relevant regional goals.

3.2 The plan must identify:

a) Priorities for the year;
b) Planned activities;
c) What the Committee or Area Council hopes to achieve; and

d) Estimated costs.

3.3 The executive must present the annual strategic plan to members for approval at the first meeting following the Annual General Meeting (AGM).

3.4 Once approved, the plan and its financial forecast must be submitted to the REVP Office and Regional Treasurer.

3.5 Members may approve changes to the plan throughout the year.

3.6 Committees and Area Councils remain responsible for setting their own priorities, in keeping with their mandates and terms of reference.

4. Annual Reporting

4.1 At each AGM, the Executive must report to members on the previous year's strategic plan.

4.2 The report must include:

a) Activities completed;
b) Progress on the year's priorities;
c) Achievements, challenges and unfinished work;
d) Funds received, spent and remaining; and
e) Recommendations for the following year.

4.3 The report must be submitted to the REVP Office following the AGM.

4.4 Executives are encouraged to provide updates to members throughout the year.

5. Accountability and Support

5.1 Committees and Area Councils must follow the planning and reporting requirements in this regulation.

5.2 The REVP Office will provide templates and guidance to support planning and reporting.

5.3 If a Committee or Area Council does not meet these requirements, the REVP Office will work with its executive to address the issue.

5.4 Ongoing failure to meet these requirements may be referred to the NCRC Executive and may affect access to funding under Regulation 4.

6. Interpretation and Exceptions

6.1 Any matter not covered by this regulation must be referred to the REVP for interpretation and approval.

6.2 The REVP Office may develop forms and procedures to support this regulation.

7. Effective Date

7.1 This regulation takes effect when adopted by the NCRC Executive.

PROPOSED REGULATION

REGULATION 9 – CIRCULAR VOTES

1. Purpose

1.1 This regulation sets out how the NCR Council Executive (NCRCE), Regional Committees and Area Councils may vote electronically between meetings.

1.2 Circular votes are for routine or urgent decisions that cannot wait until the next meeting. They must not replace regular meetings or limit members' ability to discuss decisions.

2. When Circular Votes May Be Used

2.1 Circular votes may only be used when:

a) A decision is needed before the next meeting;
b) The matter falls within the group's authority, approved plans and budget;
c) The motion is clear and does not require further discussion; and
d) Holding a special meeting is not practical.

2.2 Circular votes may be used to:

a) Change arrangements for previously approved activities;
b) Approve routine expenses within an approved budget and spending limits;
c) Respond to time-sensitive requests that support existing priorities; or
d) Make other routine decisions that meet Section 2.1.

3. Decisions That Cannot Be Made by Circular Vote

3.1 Circular votes cannot be used to:

a) Hold elections, fill vacancies or remove officers;

b) Approve or change budgets, or approve spending beyond existing limits;
c) Change bylaws, regulations or terms of reference;
d) Make major changes to strategic plans, mandates or priorities;
e) Adopt new political positions or make major decisions that have not been discussed at a meeting;
f) Approve contracts or financial commitments without prior authorization;
g) Make decisions requiring a secret ballot or special voting threshold; or
h) Make decisions that must be approved at a general meeting, AGM or convention.

3.2 Circular votes cannot be used to bypass members' voting rights or other approval requirements.

4. Voting Process

4.1 A circular vote may be called by:

a) The REVP, for the NCRCE; or
b) The Chairperson or Co-Chairpersons, for a Regional Committee or Area Council.

4.2 All eligible voters must receive:

a) The motion and any supporting information;

b) An explanation of why the decision cannot wait; and

c) The deadline for voting.

4.3 Members must have at least three business days to vote. The REVP may approve a shorter deadline for urgent matters.

4.4 Members may vote in favour, against or abstain.

4.5 Any eligible voter may request that the motion be discussed at a meeting. If this happens before voting closes, the circular vote must stop and the motion must go to a regular or special meeting.

4.6 If changes to a motion are proposed during voting, the circular vote must stop. The motion must go to a regular or special meeting for discussion and a vote.

5. Voting Rights and Quorum

5.1 Only members entitled to vote under the PSAC Constitution, NCRC Bylaws or applicable terms of reference or bylaws may take part in a circular vote.

5.2 The same quorum and voting requirements that apply at meetings must be met for a circular vote to be valid.

5.3 Votes in favour, against and abstentions count toward quorum. Members who do not respond are not counted.

5.4 A motion passes by a majority of votes cast in favour. A tie vote does not pass.

6. Recording and Reporting Decisions

6.1 Circular votes should be conducted using Microsoft Forms, with the assigned PSAC Regional Representative responsible for collecting and counting votes. Individual votes must remain confidential and must not be shared with Committee or Area Council members.

6.2 Once voting closes, the following must be sent to the REVP:

a) The motion;
b) A full list of members who received the vote;
c) The total number of votes cast, including votes in favour, against and abstentions; and
d) Confirmation that quorum was met and whether the motion passed.

6.3 Results must be shared with all eligible voters. The motion and voting results must also be reported at the next meeting and included in the meeting minutes.

6.4 If Microsoft Forms cannot be used, the REVP must approve another voting method in advance. Individual votes must remain confidential.

6.5 All voting records must be kept using approved PSAC systems and handled in accordance with the PSAC Privacy Policy.

7. Interpretation and Support

7.1 Any matter not covered by this regulation must be referred to the REVP for interpretation and approval.

7.2 The REVP Office will provide templates, guidance and other resources to support circular votes.

7.3 All circular votes must follow the PSAC Constitution, PSAC Rules of Order, NCRC Bylaws and applicable terms of reference or bylaws.

8. Effective Date

8.1 This regulation takes effect when adopted by the NCRC Executive.