

**REFLECT ON OUR PAST.
FOCUS ON *OUR FUTURE*.**

PSAC PRAIRIE REGION

CONVENTION 2021



PSAC · Prairies
Public Service Alliance of Canada

**CONVENTION CALL
VIRTUAL
JUNE 25-27, 2021**

CONVENTION CALL

Attention: All Locals/Branches of PSAC Prairies, Component National Officers, Component Full-Time Vice-Presidents of Prairie Region, Prairie Region Council, Area Councils, Regional Women's Committees, Human Rights Committees, Equity Committees, National Indigenous Peoples' Circles and Regional Young Workers Committees

The 8th Triennial Prairie Region Convention will be held **virtually June 25-27, 2021**.

Deadline for receipt of supplemental resolutions: February 19, 2021

Deadline for delegate and observer registration: February 19, 2021

Deadline for Prairie Voice Award Nominations: May 21, 2021

The COVID-19 pandemic forced the 2020 Regional Conventions to be postponed to 2021. For the first time in PSAC history, our Regional Conventions will be held virtually. This document refers to PSAC-Prairies 'postponed Regional Convention', which means the 2020 Regional Convention that will be held virtually in 2021.

In recreating conventions as virtual events, changes are required to the standard hours of session, agenda, and rules of order utilized by PSAC. These changes are intended to help delegates address the priority convention business in a manner that respects the challenges of conducting these conventions virtually. They include:

1. Hours of Session: shall be 4.5 hours per day, in 90-minute segments, with breaks in-between sessions.
2. Agenda:
 - a. shall contain the priorities which each convention must address: passing a budget, election of officers, and priority resolutions. Resolution Committees have been asked to prioritize their resolutions and present their ten (10) priorities to convention. All outstanding resolutions remaining at the conclusion of each convention shall be referred to the appropriate Regional Council.
 - b. The use of guest speakers has been restricted to the PSAC National President only.
 - c. Component caucus meetings will take place outside the hours of session.
 - d. Any all-candidates meetings will occur outside the hours of session.
 - e. Orientation and training for delegates will be scheduled in advance of each convention.

3. Rules of Order: revised rules of order will be produced to better reflect the functioning of virtual Regional Conventions. Additional materials to assist with members' participation on the virtual convention platform will also be prepared. Training on the convention platform will be provided in advance of the Regional Conventions.

PSAC conventions are traditionally an opportunity to bring members together. While COVID-19 has impeded our ability to be together in person, we shall come together virtually to participate in this important democratic process. There may be instances where delegates and observers will want to congregate in person to participate in their regional convention. Given the unknown evolution of the pandemic, all members are advised to respect the public health directives issued by the relevant municipal, provincial/territorial and federal health authorities regarding restrictions on in-person gatherings. **PSAC will not place members and their families at any additional risk**, therefore all delegates and observers are asked to respect health and safety guidelines when participating in their Regional Convention.

All questions regarding the 2021 Virtual Prairie Region Convention should be submitted to Prairies2020Convention@psac-afpc.com.

I look forward to seeing you virtually at convention.

In solidarity,



Marianne Hladun
Regional Executive Vice-President

c.c. NBoD

DELEGATE ENTITLEMENT

WHO CAN BE A DELEGATE?

At the 2018 PSAC National Triennial Convention, Section 16 of the PSAC Constitution was amended to define the delegate entitlement to all PSAC Regional Triennial Conventions. This Constitutional definition therefore supersedes the language regarding Regional Convention participation in our Regional Council Bylaws. (Please see pages 33-35 of the [PSAC Constitution](#) for the specific text.)

SECTION 16 - COUNCILS AND REGIONAL TRIENNIAL CONVENTIONS

Sub-Section (5)

Regional Conventions shall take place over three (3) days commencing on a Friday.

Sub-Section (6)

For the purpose of representation at a PSAC Regional Triennial Convention:

(a) Local Component Delegates

Each local (Components and DCLs) shall be entitled to one (1) delegate for the first one (1) to two hundred and fifteen (215) members and one (1) additional delegate for each additional two hundred and fifteen (215) members or fraction thereof.

1 to 215 members = 1 delegate
216 to 431 members = 2 delegates
432 to 647 members = 3 delegates
648 to 863 members = 4 delegates
864 to 1078 members = 5 delegates
1079 to 1294 members = 6 delegates

(b) Automatic Delegates

Up to twenty (20) members of their respective Regional Councils shall be delegates;

(c) Area Councils

Each active Area Council shall be entitled to elect one (1) delegate;

(d) Regional Women's Committee

Each active Regional Women's Committee shall be entitled to elect one (1) delegate;

(e) Regional Human Rights Committee

Each active Regional Human Rights and Equity Committee shall be entitled to elect one (1) delegate;

(f) National Indigenous Peoples' Circle

Two (2) elected regional National Indigenous Peoples' Circle representatives shall be delegates;

(g) Regional Young Workers Committee

Each Regional Young Workers Committee shall be entitled to elect (1) delegate;

(h) Component National Officers

Component national officers shall be delegates in the region in which they live or work.

(i) Members of National Board of Directors

Members of the NBoD and full time Component Vice-Presidents shall be entitled to delegate status in the caucus they have elected to participate in as per Section 19, Sub-Section 5 b)

DELEGATE ENTITLEMENT

Sub-Section (7)

- (a) Component officers as defined in Component By-Laws that meet the following criteria shall be delegates to their respective Regional Convention:
 - (i) the officer must be a full voting member of the Component executive and elected by the Component Convention delegates or the membership at the national or regional level; and
 - (ii) the officer must live or work in the Region.
- (b) Delegation to a Regional Convention of any Component officer not included in (a) above will require a recommendation from the National President and approval from the NBoD.

Sub-Section (8)

Remuneration of delegates shall be in accordance with Section 24, Sub-Section (21).

Sub-Section (9)

No member shall attend more than one Regional Convention as a delegate per convention cycle.

DELEGATE ENTITLEMENT THIS CONVENTION

1. The delegate entitlement calculation, done in conformance with Section 16 of the PSAC Constitution by the PSAC Director of Finance responsible for Membership Administration in 2019 remains valid for the postponed Regional Convention.
2. Locals/Branches who have experienced increases or decreases in membership since September 2019 will not see a change to their delegate entitlement; it remains as previously calculated, based on their best month for the period October 2018 to September 2019.
3. Revisions to the delegate entitlement calculation methodology for closed-shop units made by the PSAC National Board of Directors in February 2020 remain in effect for the postponed regional convention. The National Board of Directors has confirmed that any changes to delegate entitlement that resulted from their decision are not considered as late delegates.
4. Regional Committees and Area Councils who met their constitutional requirements to qualify for delegate entitlement in 2019 must maintain their constitutional requirements in 2020/2021 in order to preserve their delegate entitlement to the postponed Regional Convention. If a Regional Committee or Area Council did not qualify for delegate entitlement in 2019 and has since met their constitutional requirements, they remain ineligible to be delegated to the postponed Regional Convention.
5. Any union body that was not in compliance with the relevant by-laws and/or the PSAC Constitution when the original calculation of delegate entitlement was done, and has since become in compliance, is not now entitled to be delegated to their postponed Regional Convention.
6. As the original calculation of delegate entitlement remains in effect, any new Local or DCL that has joined PSAC since September 2019 may attend their Regional Convention as an observer.

DELEGATE REGISTRATION

DELEGATE REGISTRATION

The delegate registration previously done for the 2020 Prairie Region Convention will be confirmed with the submitting bodies. Changes in delegate registration shall be allowed and such changes shall not be considered as late delegates.

All locals will receive a list of delegates and observers that were registered for the 2020 convention no later than January 13, 2021.

The period for delegate confirmation shall be January 13 to February 19, 2021.

The registration fee paid by delegates in 2019/2020 will be returned. Registration refund cheques will be mailed to Locals and Components on **January 15, 2021**. No registration fee shall be charged for the virtual Regional Convention.

All delegates must be members in good standing, elected by the appropriate union body or delegated by virtue of their position (such as a member of Regional Council or as a national officer).

If a delegate is being replaced by a duly elected alternate, minutes of the meeting where this election took place must be provided by the submitting body. This election shall be conducted per the appropriate local/branch/component by-laws.

Components and Directly Chartered Locals shall confirm their delegation to PSAC, including any changes made to their delegation.

The elected delegate representing an Area Council or Regional Committee shall be confirmed as per this process. A new election is not required if the previously elected delegate or their elected alternate will be attending the postponed Regional

Convention; the Area Council / Regional Committee shall be asked to reconfirm their delegate.

Should neither the elected delegate nor alternate be able to attend the postponed Regional Convention, the Area Council / Regional Committee shall be required to conduct a new election for their delegate. This election shall be conducted per the Area Council / Regional Committee by-laws. The new delegate must be registered within the period of delegate confirmation defined in this callout to avoid being a late delegate.

For those union bodies that did not register their full complement of delegates (or any delegate) by the original 2019/2020 deadline, they will be able to utilize their full complement and register their delegate(s) to the postponed Regional Convention, within the reopened delegate registration period. Such delegates will not be considered as late. Any election required to fulfill delegate complement shall be done in compliance with the by-laws of the relevant union body (Local/Branch, DCL, Component, Regional Committee, Area Council).

OBSERVERS & GUESTS

OBSERVERS

Observers shall confirm their attendance to the postponed Prairie Region Convention by: February 19, 2021. New observers are permitted to register for convention by this deadline.

Changes in the observer registration by a union body shall be permitted. Such changes are to be made within the deadline cited above. Observers must be members in good standing.

Registration for new observers will be accepted from January 13 to February 19, 2021.

If an observer had previously paid the \$150 convention registration fee, it will be returned by PSAC Prairies on January 15, 2021. No registration fee shall be charged for the postponed regional convention.

An observer who will no longer be attending and who will not be replaced by an observer from the same union body will have their registration fee refunded.

PSAC Prairies is not responsible for any costs incurred by observers. Regional Committees and Area Councils are reminded that they cannot spend committee/council funds on observers.

GUESTS

Guests such as NBoD members who do not reside in the Prairie Region who wish to attend Convention are asked to contact us at Prairies2020Convention@psac-afpc.com as soon as possible to make arrangements.

LOSS OF SALARY / CONNECTIVITY / TRAINING

LOSS OF SALARY

REMINDER: Delegates are to ensure that they have been granted leave from their employer to attend the regional convention.

Actual loss of salary will be reimbursed for working hours lost during the Regional Convention. There will be no compensation of salary for weekends except for delegates who are regularly scheduled to work on a Saturday or a Sunday upon receipt of official work or shift schedule. There will be no overtime compensation.

Those delegates requiring a Loss of Salary letter as per your collective agreement will have them issued no later than two (2) months prior to convention.

CONNECTIVITY

Registered delegates will be provided with information on the technical requirements necessary in order to participate in Prairie Region Convention.

Delegates will be asked to confirm their ability to connect to the virtual convention platform in advance and PSAC will assist with delegates' convention connectivity.

Training on the virtual convention platform will be provided to delegates and observers in advance of the Prairie Region Convention.

TRAINING

New delegate orientation will be scheduled prior to convention. Details on how to register will be provided to delegates and observers a minimum of one (1) month prior to the orientation.

Training will also be provided on the virtual convention platform. Details on how to register will be provided to delegates and observers a minimum of one (1) month prior to the training.

ACCOMMODATION FOR DISABILITIES & FAMILY CARE / CONVENTION WEBSITE

GOING GREEN AT OUR CONVENTION

Climate change, global warming and the protection of our environment are union issues. Conventions, conferences and meetings all have an impact on our environment. We can help reduce this impact by adopting environmentally-friendly practices. PSAC Prairies has worked to create a more sustainable Convention to reduce our carbon footprint. Our actions have included reducing the amount of paper and materials distributed and recycling and reusing Convention materials. Together, we can make a difference.

Details of the Convention agenda and program, rules of procedure, copies of resolutions and committee reports as well as other items of interest will be made available to delegates in due course.

FAMILY CARE

The objective of the PSAC Family Care Policy is to remove a barrier which may prevent delegates from participating fully in union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC website: [Family Care Policy](#).

Family care arrangements will be provided based on requests identified on the registration form.

ACCOMMODATION

PSAC Prairies strives to ensure that our events are barrier-free for delegates with disabilities. Accommodation will be provided based on requirements and functional limitations identified on the registration form.

GENERAL

A copy of the PSAC Prairies Bylaws is available on the PSAC Prairies website: [Prairie Region Bylaws](#). If you have any questions related to convention, please contact Prairies2020Convention@psac-afpc.com. You may also [contact the office](#) of the Regional Executive Vice-President.

Details of the Prairie Region Convention agenda and program, rules of procedure, copies of resolutions and committee reports as well as other items of interest will be made available to delegates in due course. Please visit the [Prairie Region Convention website](#) for all inquiries.

RESOLUTIONS

DEADLINE FOR RESOLUTIONS

New resolutions can be submitted to the postponed Prairie Region Convention. **The deadline for submitting new resolutions is February 19, 2021.**

New resolutions submitted during this period must concern an urgent priority, on a new issue that became significant for PSAC members over the past year. New resolutions cannot treat a subject that has already been considered by resolution committees. For clarity, a new resolution:

- a. Must be on an urgent new priority or new significant issue.
- b. Cannot call for the same action or outcome as resolutions submitted previously.
- c. Cannot resubmit a resolution that had previously been determined to be out of order, in whole or in part, by the PSAC National President.
- d. Cannot resubmit a late resolution from the 2020 Regional Convention.
- e. Cannot resubmit a resolution that had previously been rejected because the original union body did not have the authority to submit resolutions to a Regional Convention.

Resolutions committees shall review the new resolutions submitted to determine whether they have met the above criteria, with guidance provided by the PSAC National President as required. Resolution committees are to prioritize all of their resolutions – both new and previously submitted – and prepare/update their reports accordingly. Resolutions Committees may amend the order of their priorities to include new resolutions, but they cannot amend any recommendations made on resolutions previously submitted.

Given the time constraints of the virtual Regional Convention, resolutions committees should be

prepared to present their top ten (10) priority resolutions only.

To the extent possible, all resolutions committees are to be comprised of members who were delegates to the postponed 2020 Regional Convention. Should a resolutions committee member be replaced (as they are not a postponed convention delegate), the original member is to be listed in the introduction of the Committee report. Replacements to resolutions committees are to be in exceptional cases only.

Resolutions submitted after the deadline of February 19, 2021 shall be considered late. They will be referred to the appropriate resolutions committee for a recommendation and treated as the final order of business at Regional Convention, or by regional councils following the Regional Convention. A late resolution cannot be moved up in the order of business by delegate motion. Late resolutions that had been submitted to the postponed 2020 Regional Convention will continue to be treated as late resolutions at the virtual Regional Convention.

Resolutions will be accepted in both the traditional and clear language format. Please submit resolutions online at:

[TRADITIONAL RESOLUTION FORMAT](#)

or

[CLEAR LANGUAGE RESOLUTION FORMAT](#)

WHO CAN SUBMIT RESOLUTIONS?

- Regional Council
- Locals and Branches
- Regional Women's Committees in good standing
- Area Councils in good standing
- Human Rights Committees in good standing
- Young Workers Committees in good standing
- Regional Indigenous Peoples' Circles in good standing

RESOLUTIONS

Resolutions cannot be submitted by individual members.

They must be voted on and endorsed by the appropriate originating body (i.e. Local, Area Council, etc.) prior to being submitted. Minutes may be requested by the REVP Office to ensure that a resolution has been approved.

We urge you to submit all resolutions at the earliest possible date. Resolutions will be referred to one of the three Resolutions Committees: By-Laws, Finance or General.

RESOLUTION FORMAT

Submitted resolutions must comply with the following criteria:

Format:

- ✓ Concise, focused, and **limited to 150 words**;
- ✓ Utilize either the traditional or clear language format and include the title, originating body and language of origin;
- ✓ Not include any special formatting such as boxes or drawings;

Content:

- ✓ Addresses just one topic (issue) and has one major objective;
- ✓ In simple wording, clearly identifies the issue and the action(s) required;
- ✓ Ensure that each Be it Resolved clearly articulates the action sought and is able to stand alone;

- ✓ Does not call for an action or outcome that contradicts or contravenes the PSAC Constitution;
- ✓ Ensures that the action proposed is within the jurisdiction of the organization to implement;
- ✓ Respects the mandate of Convention – i.e. do not submit bargaining demands via a Convention resolution;
- ✓ Does not duplicate an existing Resolution of Record;
- ✓ Builds in accountability – i.e. deadlines, who is responsible for implementing the proposed action, what resources are required;
- ✓ Allows for flexibility in implementation, as it's the end result that counts;
- ✓ Is not calling for something that is already enacted;
- ✓ Applies the Who, What, When, Why and How test;

On Time:

- ✓ Supplementary Resolutions are submitted by February 19, 2021.

Examples of traditional and clear language format resolutions are included at the end of this document. The "Be it resolved" and "Be it further resolved" (or "The PSAC will" in clear language format) clauses are the most important parts of the resolution as these are the points delegates will be debating. Therefore, it is important that they are drafted in such a way as to stand alone.

Should you have any questions regarding the resolutions process, please contact Prairies2020Convention@psac-afpc.com

EXAMPLE RESOLUTIONS

TRADITIONAL FORMAT	CLEAR LANGUAGE FORMAT
<p><i>RE-ESTABLISHMENT OF THE COURT CHALLENGES PROGRAM</i></p> <p>WHEREAS the Court Challenges Program, which provided funding to challenge laws and policies that violate Constitutional equality rights, was abolished by the Conservative government; and</p> <p>WHEREAS in the past, this program allowed citizens to defend their fundamental rights – rights that many would have not had the financial means to defend without this program; and</p> <p>WHEREAS without the Court Challenges Program, only people with means have access to the legal system to challenge unjust laws;</p> <p>BE IT RESOLVED THAT PSAC support the rights of citizens by taking a public stand in favour of re-establishing the Court Challenges Program; and</p> <p>BE IT FURTHER RESOLVED THAT PSAC support all campaigns to have the Court Challenges Program re-established in its entirety.</p>	<p><i>MENTAL HEALTH AWARENESS IN THE WORKPLACE</i></p> <p>BECAUSE mental health issues affect many of our members and is the leading cause of stress in the workplace; and</p> <p>BECAUSE there needs to be an increased awareness of mental health issues; and</p> <p>BECAUSE there needs to be consistency in dealing with mental health issues;</p> <p>PSAC WILL develop a presentation document on mental health and make it available to all locals to increase awareness on mental health issues in the workplace.</p>

ELECTIONS

ELECTIONS

The following positions will be elected at the Triennial Convention (subject to any By-law changes):

- Regional Executive Vice-President (REVP)
- Alternate REVP
- One representative for each of the following six geographical areas: Northern Alberta, Southern Alberta, Northern Saskatchewan, Southern Saskatchewan, South-East Manitoba, North-West Manitoba
- One representative for Regional Women's Committees
- One representative for Aboriginal Peoples
- One representative for Persons With Disabilities
- One representative for Racially Visible Persons
- One representative for Pride
- One representative for Directly Chartered Locals
- One representative for Young Workers
- One representative for Separate Employer Local

NOMINATIONS

Nominations for REVP, 1st Alternate REVP, 2nd Alternate REVP and all Prairie Region Councils positions with the exception of Area Council Representatives who are elected prior to convention

will open at noon CST on April 12, 2021.

Nomination forms and instructions for submission will be posted on the Prairie Region website.

The nominations form may be submitted electronically. Should a candidate, nominator, or seconder be unable to sign and scan the nominations form, PSAC Prairies will accept an email confirmation from the candidate, nominator, and/or seconder as attestation of their signatures.

Any member in good standing may run for union office; however, their nominator and seconder must be a delegate to the Regional Convention at which the member is standing for election.

CAMPAIGNING

Candidates campaign material must comply with the PSAC Constitution. Any concerns regarding campaign materials are to be communicated to the PSAC National President.

Candidates are to only use their own personal social media account(s) to promote their candidacy to the membership. No candidate may employ the logos, letterhead, social media or other communication tools of PSAC, PSAC Prairies, or any related union body in their campaign materials.

Further guidelines regarding the conduct of regional election campaigns will be provided by PSAC.

REVP DEBATE

Candidates for REVP will be asked to participate in an all-candidate debate, which will be scheduled outside of official convention hours prior to the REVP election. Members will be invited to submit questions for this debate. More information will be provided prior to convention.