

RULES OF ORDER

1. The President, or in the absence of the President or on the delegation of the President, a Vice-President shall take the Chair at the time specified and shall preside at all sessions.
2. Hours of sitting shall be determined as per the agenda adopted by the Convention delegates.
3. Delegates wishing to speak shall proceed to one of the microphones provided for that purpose. When recognized by the Chair, they shall give their name and the body represented, state the purpose for which they rise, and confine remarks to the question at issue.
4. Speeches shall be limited to three minutes.
5. A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A delegate shall not interrupt another, except to rise to a point of order or question of privilege.
7. At the request of the Chair, a delegate called to order shall take a seat until the point of order has been decided.
8. Should a delegate persist in unparliamentary conduct, the Chair shall name the delegate and submit the conduct to the judgment of the Convention. In such case, the delegate whose conduct is in question should explain and then withdraw, and the Convention will determine what course to pursue in the matter.
9. (a) When the "previous question" is moved and seconded, no further discussion is permitted on a main motion or amendment to the main motion. The Chair must immediately ask: "*shall the question be now put?*", and if a two-thirds majority vote "*that the question be now put*", the motion or amendment shall be put without debate. If the motion to put the question is not adopted by a two-thirds majority vote, discussion will continue on the motion or amendment.
(b) If the previous question has not been adopted, it cannot be put a second time unless at least three (3) members wishing to speak have had the opportunity to do so.
(c) The previous question cannot be proposed by a delegate who has spoken on the motion or the amendment.

10. (a) No motion that has been reviewed by a Committee can be amended by the floor unless a Committee recommendation has been rejected by the delegates.
 - (b) Any motion or amendment to a motion may be amended, provided the amendment is relevant to the question and does not have the effect of simply negating the question. If a second amendment has been moved and seconded, the Chair will not entertain any further amendments until the second amendment has been disposed of.
 - (c) Amendments are always voted on in reverse order to their introduction. That is, the second amendment must be decided before the first amendment, and the first amendment must be voted on before the main motion. Whether or not the amendments have carried, the main motion must always be voted on.
11. Any delegate may challenge a decision of the Chair and the challenge shall require a seconder. Immediately and without debate, except that the appellant and the Chair may respectively give their reasons for the challenge and the decision, the Chair shall put the question: "Shall the decision of the Chair be sustained?". The Chair shall not have to accept a challenge if it is on a point of fact or law.
 12. In the event of a tie vote on any matter other than the election of officers, the Chair may cast a deciding vote. The Chair shall not take part in a debate without leaving the Chair and cannot return to it until the matter in question has been decided.
 13. (a) Committees may combine resolutions or prepare a composite resolution or a policy paper to cover the question at issue.
 - (b) Recommendations from committees are not subject to amendment by the Convention but a motion to refer back to committees for review with instructions shall be in order.
 - (c) Committees shall be permitted to present up to ten priority recommendations. Subsequent to the debate on priority recommendations, it shall be in order for a delegate to move a motion establishing the next resolution to be debated.
 - (d) Committees can only meet during a plenary session of Convention with the approval of a majority of delegates.

- (e) Delegates vote on the committee's recommendation of Concurrence or Non-Concurrence and not on the original resolutions. On presenting the committee's recommendation to Convention, the Chair of the committee shall present a motion in the following form: "I move, seconded by ... Concurrence/or Non-Concurrence in Resolution No.".
- 14. A motion to refer must be seconded and is not debatable except the mover may give reasons. A motion to refer must include instructions to the committee or officer to which the motion is referred.
- 15. (a) Resolutions and other matters of business submitted after the closing date of the agenda will be referred to the Convention as late resolutions. The Convention may refer them to the appropriate officer or committee.
- (b) Late resolutions that are, in the opinion of the Chair, of an emergency nature shall be debatable at any time. Late resolutions not deemed to be of an emergency nature shall be considered after all business listed on the agenda has been dealt with.
- 16. All motions calling for the expenditure of money shall be placed in writing and together with all proposals and amendments referring to same, shall be costed by the appropriate committee or officer responsible for finances, before any vote is taken on the issue.
- 17. A motion to limit the debate shall be in order once the Chair has stated the motion. It must be moved and seconded and is not debatable. A motion to limit debate may limit the number of speakers or the time allotted and the motion must so state. Such a motion shall require a two-thirds majority to be adopted.
- 18. The report of a committee, when adopted, becomes the decision of the Convention that adopted it.
- 19. The following motions shall be in order at any time and in the order stated:
 - (a) To adjourn (not debatable);
 - (b) To recess (not debatable);
 - (c) Question of Privilege (the Chair must rule immediately before going on to further business);
 - (d) Point of Order (the Chair must rule immediately before going on to further business);

- (e) To table (not debatable except the mover may give reasons);
- (f) To put the Previous Question (not debatable);
- (g) To postpone to a future time (not debatable except the mover may give reasons).

Motions to adjourn, recess, table or postpone to a future time shall not be moved until there has been an intermediate proceeding of business dealt with by the Convention.

- 20. A motion may be reconsidered, providing the mover and the seconder of the motion to reconsider voted with the prevailing side, and notice of motion has been given for reconsideration at the previous sitting. A motion to reconsider shall require a two-thirds majority to be adopted.
- 21. (a) The Chair shall order a standing vote if a voice/show of hands vote is unclear or inconclusive.
 - (b) A delegate can request a standing vote if he/she questions the results of a voice vote or a vote taken by a show of hands as announced by the Chair. The Chair shall order a standing vote.
 - (c) A vote by secret ballot shall be taken only on a substantive motion at the request of one-third of the delegates present.
 - (d) A vote by secret ballot shall not be permitted on a procedural motion with one exception: if the initial question was resolved by a secret ballot, a secret ballot will be permitted on a motion of reconsideration.
 - (e) Once the Chair has called the question, it shall not be in order to request a secret ballot.
 - (f) When a standing vote or a vote by secret ballot has been ordered, no adjournment or recess shall take place until the results have been announced. For the record, the Chair shall have the number of delegates voting in the affirmative and the negative recorded.
- 22. When a standing vote or a vote by secret ballot has been called by the Chair, no one, except with permission of the Chair and in accordance with the "Tiling Guidelines", shall be permitted to enter the floor until the results of the vote have been announced.

23. None but accredited delegates of the Public Service Alliance of Canada and authorized members of the staff and guest speakers shall be permitted on the Convention floor during sessions.
24. One-third of the delegates at the Convention may request, and have ordered, a recorded vote. Upon receiving such request, the Chair shall have the roll called and record the names of those delegates voting in the affirmative and in the negative. Once the Chair has called the question, it shall not be in order to request a recorded vote.
25. Election of officers shall be conducted in accordance with the provisions of the PSAC Constitution.
26. In calling for further nominations from the floor, the Chair of the Nominations Committee will declare nominations closed after calling: "Are there any further nominations?" three times, without response.
27. The Chair of the Nominations Committee will announce after each vote by ballot:
 - (a) the number of ballots cast;
 - (b) the number of spoiled ballots, if any;
 - (c) the number of ballots required to elect a candidate (number of ballots cast less the number of spoiled ballots, multiplied by 50% and rounded to the next highest whole number);
 - (d) the number of ballots cast for each candidate.
28. Each candidate for an office may nominate a scrutineer who shall be entitled to observe all phases of the election and the counting of ballots for that particular office.
29. In the event of a close decision, it will be in order for a delegate to request a recount. If the Chair of the Nominations Committee rules against a recount, the ruling may be appealed in the same manner as a challenge to the Chair.
30. A quorum is 50% of accredited delegates.
31. Bourinot's Rules of Order shall govern in all matters not regulated by the rules set out above or as provided by the PSAC Constitution.

ROLE OF STAFF IN RELATION TO REGIONAL COMMITTEES/AREA COUNCILS

REGIONAL REPS

- Regional Reps are not members of the committee/area council and are there in an advisory role.
- to attend meetings as possible either in person or via phone. A Rep is not required for a committee/area council meeting to proceed but in the event they are not able to attend, they may have agenda items or information to share with the Chair prior to the meeting
- are primarily there as technical advisors. This includes being cognizant of the PSAC Constitution, Regulations and PRC Bylaws and Regulations as well as any policy or protocol and advising committees/councils if planned activities or discussions may be in violation. Reps do not have authority to interpret but should alert committees/councils that they may need to check with the REVP's office
- may be asked to ensure items are put forward on the agenda on behalf of the REVP or PSAC National such as campaign information or requests for action plans or ideas for campaigns. Agenda items are the responsibility of the committee.
- Regional Reps review the minutes of meetings prior to their being distributed and posted to the website. Committees/Councils should submit their minutes to their respective Rep. If something needs to be addressed or discussed, the Rep will contact the committee chair to discuss (and/or the REVP if warranted). If everything is in order, the Rep will forward the minutes to the Admin for posting to the website. The Regional Rep will reply by email to confirm receipt of the minutes.
- when meeting with members in their region, Reps will encourage locals to participate in the various committees/area councils. If they identify members who would like to be put on the contact list, they will advise the Admin to include them on the email list and also advise the Committee/Council Chair.
- review the bank statements of the committees/councils monthly and identify any anomalies to the Committee/Council Chair and/or executive and REVP if warranted. Work with the Treasurer to ensure that financials are in order at all times.
- Provide an orientation to new executive members and offer guidance and advice if it is noted that executives are not fulfilling their required duties. Advise the REVP and responsible PRC member(s) if there are concerns that may need to be addressed.
- for Committee/Area Council AGM's, conduct elections for executive. Where possible, elections should be conducted by a PRC member but if the PRC member is not present or running for a position, the Regional Rep should conduct the election.

REGIONAL ADMIN STAFF

- distribute notices of meetings and post to regional website. It is the committee's responsibility (Chair or Secretary) to provide a final version of the notice that includes all information such as date, time, location, agenda items and who is collecting the RSVP's
- distribute minutes of meetings and post to regional website. It is the committee's responsibility to ensure that minutes are completed and that they are accurate and reflective of the discussion.

- send return email to advise minutes have been received.
- make copies of the agenda and any background materials as requested by the Committee/Council Chair. Where possible, this information should be sent to the Admin by the Committee executive (with a cc to the Rep) at least 2 to 3 days in advance.
- will maintain a list of contacts for each Committee/Council. This list will be used to circulate minutes, meeting notices and any other information sent out on behalf of the committee
- assist with development of a poster or flyers for committees/councils. The Committee/Council will provide information on date, time, location, contact info, price (if applicable), meal provided or not.
- a template to be created and provided to committees to use for notices, agendas and minutes.

COMMITTEE EXECUTIVES

- Chair or Secretary to ensure that notice of meetings are submitted to the Admin preferably 2 weeks in advance of the meeting and that the notice contains all the required information
- Secretary to ensure that minutes are sent to the Regional Rep and cc'd to the admin in a timely manner. If the committee process is that the minutes must be approved at the next meeting, a note should be put at the top of the minutes indicating that the minutes have not been formally adopted. Once passed, it is a simple matter of the admin amending the previous minutes on the website to indicate they were updated (any errors or omissions and/or if not, that they were passed on a specific date).
- submit to the Admin the agenda and any background information that they require copies of for a meeting with a cc to the Rep. Where possible, this information should be sent at least 2 to 3 days in advance
- responsible to identify strategies for recruiting activists. Reps will offer guidance and assistance for implementing the strategies.
- provide all the information to the Rep who will provide to Admin if requesting assistance to develop flyers or pamphlets. The committee is to ensure all the information is provided as well as some background on what it will be used for and what their expectations are (e.g. single page, color, folded, pamphlet, etc.)
- prepare for meetings including identifying and inviting any guest speakers, making arrangements for meals/refreshments,

NOTE:

- all requests for pamphlets or posters should be done in the Regional offices by the admins. The Regional PA Communications Officer is only responsible for items used in ads or that are going out to the public to ensure appropriate use of the logo and messaging.

PSAC PRIVACY AND CONFIDENTIALITY POLICIES

APPENDIX C: PSAC CONFIDENTIALITY NOTICE

In addition, PSAC will ensure that any personal information provided to regional offices, components, or locals (e.g., member lists) is accompanied by a confidentiality notice reminding recipients of the sensitivity of the information and referring them to the Privacy Policy.

Notice: Confidentiality of Enclosed Information

The enclosed records include personal information which is sensitive and confidential.

PSAC is committed to protecting the privacy, confidentiality, accuracy, and security of the personal information it collects, retains, and discloses to regional offices, components, or locals.

The enclosed information is being provided solely for the specific and exclusive purpose of : **Prairie Region Council Communication.**

All employee and member information which you are hereby provided is confidential and must not be communicated or disclosed to anyone in any manner, except in accordance with PSAC's Privacy and Confidentiality policies, or as required by law.

If you have any questions or concerns regarding your rights and obligations in respect of the enclosed information, please contact:

Julian Edgell UnionWare Advisor edgellj@psac-afpc.com 613-560-2684	Kelly Greig, UnionWare Advisor greigk@pasc-afpc.com 613- 560- 2982
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Céline Petrin
UnionWare Officer
petrinc@psac-afpc.com 613-560-4410

Sub-Section (4)

- (a) Notwithstanding any other Section of this Constitution, the AEC may delegate any or all of its authority as it relates to the various regions, to the applicable REVP.
- (b) The authority outlined in Section 13, Sub-Section (4) (a) shall include, but not be limited to, the following duties and responsibilities:
- be the political voice for the PSAC in their region;
 - act as the liaison officer between the PSAC and the Canadian Labour Congress Federations of Labour;
 - be the political voice of the PSAC on the applicable Federation of Labour;
 - chair meetings of the Council and other regionally-determined bodies where appropriate;
 - administer PSAC Centre services, and implement PSAC programs in their region by developing and adopting, at the AEC, budget projections and breakdowns for each fiscal year, and forwarding the appropriate funds to each region.
 - administer and manage the regional education budget;
 - participate on the AEC with voice and vote; and
 - perform any other duties assigned by the National President.

SECTION 14

AREA COUNCILS

Sub-Section (1)

The organization and operation of Area Councils shall be encouraged by the PSAC as a matter of policy, provided that not more than one Area Council may be organized in any area that can be reasonably encompassed by one Area Council.

Sub-Section (2)

Area Councils of the PSAC may be organized where at least three (3) Components and/or DCLs make application to the AEC. Approval of such application will lie with the AEC.

Sub-Section (3)

Area Council meetings shall be open to all members of the affiliated Locals or Branches of Components, DCLs, Regional Women's Committees, and constitutionally-recognized regional committees within the area of jurisdiction who shall have full voice on all discussions at Area Council meetings. Each affiliated Local or Branch of a Component and each DCL shall be entitled to two (2) delegates for the first 500 members and one additional delegate for each additional 500 members or part thereof. Each affiliated Regional Women's Committees and other constitutionally-recognized regional committee shall be entitled to one (1) delegate. Voting rights at Area Council meetings shall be vested in the elected/selected delegates from the affiliated Locals or Branches of Components, DCLs, Regional Women's Committees and constitutionally-recognized regional committees and the elected officers of the Area Council.

Sub-Section (4)

Area Councils shall be governed under the provisions of By-Laws drawn up and agreed upon by the Area Council. Such By-Laws shall conform to the provisions and principles of the Constitution of the PSAC.

Sub-Section (5)

Area Councils are designed to serve as liaison for Locals or Branches of Components, DCLs, Regional Women's Committees and constitutionally-recognized regional committees. The role of Area Councils shall consist of such activities as community, social and recreational affairs within the communities in which the Area Councils function; promotion and coordination of PSAC campaigns assigned to them by the NBoD or the AEC, such as political action; promotion of Federations of Labour and District Labour Councils; dissemination of information as well as workshop and seminar-type education in matters directly relating to the functions of Area Councils.

Sub-Section (6)

In accordance with Sub-Section (5), Area Councils may organize occupational groups for the discussion of policies affecting such groups. Decisions reached by these groups shall be communicated by the participants to their own Local or Branch for reference to the respective Component headquarters, as well as to DCLs, Regional Women's Committees and constitutionally-recognized regional committees.

Sub-Section (7)

Each Area Council and its officers shall be subject to the disciplinary provisions of Section 25 of this Constitution.

Sub-Section (8)

No Area Council shall use the name of the PSAC without first obtaining written consent from the AEC.

Sub-Section (9)

No Area Council shall enter into a contract or commitment in the name of the PSAC without first obtaining written consent from the AEC.

Sub-Section (10)

Each Area Council may charge such fees as it deems necessary for the operation of the Area Council, to each participating Component Local or Branch, DCL, Regional Women's Committees and constitutionally-recognized regional committee.

Sub-Section (11)

The channel of communication for Area Councils to the PSAC shall be through the designated REVP, except on those matters subject to the provisions of Sub-Section (6).

Sub-Section (12)

- (a) Area Council meetings shall be held at least four (4) times a year. One such meeting shall be known as the annual meeting at which time officers shall be elected and financial and other reports presented.
- (b) Area Council delegates shall have the right to elect at an annual meeting, held within a period of not more than twelve (12) months and not less than six (6) months prior to the commencement of the regular National Triennial Convention of the PSAC, a delegate to the forthcoming PSAC Convention.

Sub-Section (13)

- (a) Area Councils shall forward to the designated REVP of the PSAC, minutes of all meetings no later than thirty (30) days following the date on which each meeting is held.
- (b) Area Council resolutions to National Triennial Conventions must be submitted to the NBoD six (6) months prior to the Convention.

SECTION 15

REGIONAL COMMITTEES

Sub-Section (1)

The organization and operation of Regional Women's, Aboriginal Peoples, Racially Visible Persons, Pride (Gay, Lesbian, Bisexual and Transgendered Persons), Access (Persons with Disabilities) and Youth (persons 35 years of age and under) Committees should be encouraged by the PSAC as a matter of policy, provided that not more than one Regional Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access and Youth Committee may be organized in any area that can be reasonably encompassed by one Regional Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access and Youth Committees.

Sub-Section (2)

- (a) Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access and Youth Committees of the PSAC may be organized where there are at least three (3) Components and/or DCLs willing to participate and upon application to the AEC.
- (b) Notwithstanding Sub-Section (2) (a), the AEC may approve the organization of Regional Aboriginal Peoples, Racially Visible Persons, Pride, Access and Youth Committees where less than three (3) Components and/or DCLs are willing to participate when it is satisfied that the Committee can be viable.
- (c) Notwithstanding Sub-Section (2) (a) and (b), Regional Human Rights' Committees consisting of members of the Aboriginal Peoples, Racially Visible Persons, Pride and Access Equity Groups may be organized where there are at least three (3) Components and/or DCLs willing to participate, and upon application to the AEC.
- (d) Notwithstanding Sub-Section (2) (a), (b) and (c), the AEC may approve, in exceptional cases, the organization of Regional Aboriginal Peoples, Racially Visible Persons, Pride and Access Committees jointly as a Human Rights Committee when it is satisfied that the members are willing to participate and the Committee can be viable.

Sub-Section (3)

Regional Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access and Youth Committees or Regional Human Rights Committees shall consist of representatives who should come from each Component with members in the jurisdiction of the Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access and Youth Committees.

Sub-Section (4)

Regional Human Rights Committees or Regional Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access and Youth Committee meetings shall be held at least four (4) times a year. One such meeting shall occur prior to the PSAC National Women's, Aboriginal Peoples, Racially Visible Persons, Pride and Access Conferences.

Sub-Section (5)

Regional Human Rights Committees or Regional Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access and Youth Committees shall be fully funded by the PSAC.

Sub-Section (6)

The seven (7) PSAC Regional Health and Safety Committees shall have the authority to submit resolutions directly to the National Health and Safety Conference.

SECTION 16

COUNCILS AND REGIONAL TRIENNIAL CONVENTIONS

Sub-Section (1)

Each region shall establish a Council. The organization and operation of the:

- Atlantic;
- Quebec;
- Ontario;
- Prairies;
- British Columbia;
- North;
- National Capital Region

Council shall be governed under the provisions of By-Laws they have drawn up and agreed upon.

Such By-Laws shall not conflict with the provisions and principles of the Constitution of the PSAC.

Sub-Section (2)

(a) The

- Atlantic;
- Quebec;
- Ontario;
- Prairies;
- British Columbia;
- North;
- National Capital Region

Council may charge such fees as it deems necessary for its operation, to each participating Component Local or Branch and DCLs.

- (b) Each Regional Council will provide the National President of the PSAC with (i) an annual detailed statement of receipts and expenditures, and (ii) a balance sheet showing Assets, Liabilities and Equities by March 31st of each year. These statements must be reviewed by a PSAC member or other person who is not on the Regional Council Executive who, along with the Regional Executive Vice-President, will certify their completeness.**
- (c) Notwithstanding (b) above, the PSAC National President can, at any time, require a Regional Council to provide a detailed audited statement of receipts and expenditures certified by qualified accountants.**

Sub-Section (3)

All Locals, Sub-Locals or Branches having members working or residing in more than one PSAC regional jurisdiction may affiliate those members in a particular PSAC region to the Regional Council for that region. A member may only participate in one PSAC Regional Council.

Sub-Section (4)

Regional Triennial Conventions:

- (a) will elect an REVP, an Alternate REVP (A/REVP) and, where provided for in Regional By-Laws, a second Alternate REVP;**
- (b) may adopt resolutions for consideration at National Triennial Conventions of the PSAC in accordance with procedures outlined in its Regional By-Laws;**
- (c) will take place within the period commencing 14 months and ending nine (9) months prior to the PSAC National Triennial Convention.**