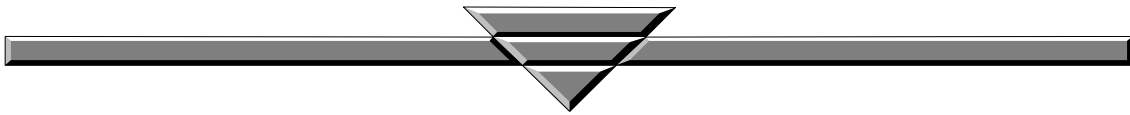
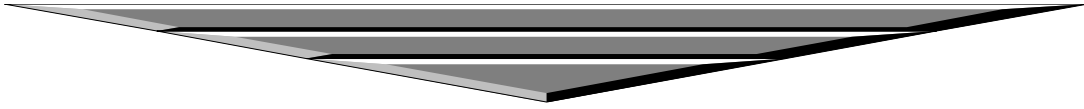
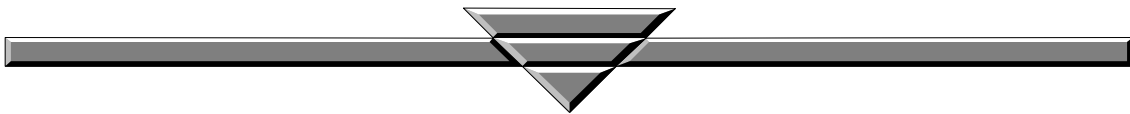




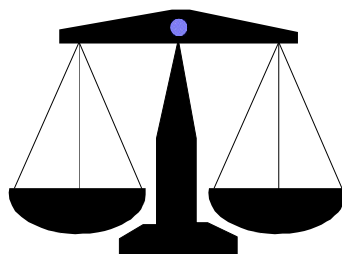
*National Capital Region Council*



**PSAC  
NATIONAL CAPITAL REGION COUNCIL**



**BY-LAWS  
AND  
REGULATIONS**



As adopted by the Founding Meeting of the  
National Capital Region Council of the  
Public Service Alliance of Canada  
May 23, 1998

and as amended by the National Capital Region Council on  
January 23, 1999  
May 15-16, 1999  
September 25, 1999  
January 22, 2000  
September 23, 2000  
January 20, 2001  
May 5-6, 2001  
April 27-28, 2002  
September 7-8, 2002  
May 16-17, 2004  
April 30 & May 1-2, 2005  
April 22 & 23, 2006  
April 21 & 22, 2007  
May 23-24 & 25, 2008

**BY-LAWS**  
**NATIONAL CAPITAL REGION COUNCIL**  
**PUBLIC SERVICE ALLIANCE OF CANADA**

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**Section 1 - NAME**

Pursuant to Section 16 of the PSAC Constitution, the organization of the PSAC in the National Capital Region (NCR) shall be known as the PSAC National Capital Region Council (PSAC NCR Council).

## Section 2 - AIMS, MANDATE, OBJECTIVES

### 2.1 Preamble

**WHEREAS** the PSAC NCR Council is committed to uniting all of its members in the National Capital Region in a single democratic organization which benefits all;

**WHEREAS** the PSAC NCR Council recognizes that its Local and Branch members in the NCR have been certified under various federal/provincial legislative authorities including the *Canada Labour Code*, the *Ontario Labour Code*, the *Québec Labour Code*, the *Parliamentary Employees Staff Relations Act* and the *Public Service Staff Relations Act* and that all voices and specific concerns must be heard in the Council structure;

**WHEREAS** the PSAC NCR Council recognizes that its individual 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 of gender and language;

**WHEREAS** the PSAC NCR Council recognizes that members who experience intersecting or multiple grounds of discrimination based on their race, age, class, disability, sexual orientation, gender 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 NCR Council will:

- a) attempt to achieve the full representation on the PSAC NCR Council of all Locals and Branches taking into account their certification process;
- b) strive to achieve the equal representation of women and men on the PSAC NCR Council and, if necessary, will incorporate special measures to ensure the full and equal participation of women in the PSAC NCR Council;
- 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 NCR Council and NCR Council 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 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 NCR Council and the PSAC NCR Council Executive. To this end:

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

## **Section 4 - ACCESS**

~~The PSAC NCR Council is committed to providing access for members with disabilities. To this end:~~

- ~~a) all formal/official documents of the PSAC NCR Council and its Executive will be made available in electronic format, and other alternate format when requested;~~
- ~~b) meetings of the PSAC NCR Council and of the PSAC NCR Council Executive will be held in accessible locations;~~
- ~~c) sound amplification apparatus (including portable infra-red hearing device) will be made available at all PSAC NCR Council and Executive meetings;~~
- ~~d) sign interpretation will be provided upon request at all PSAC NCR Council and Executive meetings.~~

**The PSAC NCR Council and NCR Council Executive are to be inclusive to all members and guests, including Persons with Disabilities, and to that end will:**

- a) Upon request, or known requirements, all official documentation of all meetings / events of the PSAC NCR Council and NCRC Executive will be provided in alternate format (which may include electronic);**
- b) All PSAC NCR Council and NCRC Executive meetings / events will be held in accessible locations;**
- c) Upon request, or known requirements, sound amplification equipment designed for use with hearing devices, such as hearing aids, will be provided for use at PSAC NCR Council and NCRC Executive meetings / events;**
- d) Upon request, or known requirements, sign language interpretation will be provided at PSAC NCR Council and NCRC Executive meetings / events;**
- e) Upon request, or known requirements, any ergonomic equipment required to allow Persons with Disabilities to fully participate in PSAC NCR Council and NCRC Executive meetings / events will be provided or accommodated;**
- f) Upon request, or known requirements, all PSAC NCR Council and NCRC Executive meetings / events will accommodate peoples' allergies;**
- g) Upon request, or known requirements, Persons with Disabilities may freely stand and move about at any PSAC NCR Council and NCRC Executive meetings / events; and,**

**h) Upon request, or known requirements, Members who pre self identify to appropriate PSAC staff members, may leave and/or enter any PSAC NCR Council and NCRC Executive meetings where the doors are tiled.**

*(as approved at the May 23-24 and 25, 2008 Triennial Convention of the NCRC.)*

## Section 5 - DEFINITIONS

- a) **“NCR Local”** means a Local, Directly Chartered Local or Branch with the majority of its members working in the NCR.
- b) **“NCR Component Regional Officer”** means an elected Component Regional Officer who is a resident of 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, 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 her/his 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 his/her jurisdiction, and who chooses within three months of his/her election to participate in the NCR Council.
- c) **“Members with Disabilities Action Committee (MDAC)”** is a committee comprising PSAC members with disabilities in the NCR working to eliminate barriers to the recognition and full participation of workers with disabilities in the union and in the workplace.
- d) **“Racially Visible Action Committee (RVAC)”** is a committee comprising PSAC members in the NCR who are racially visible and who are working to eliminate barriers to the recognition and full participation of racially visible workers in the union and in the workplace.
- e) **“Pride”** is a committee of PSAC members in the NCR who are lesbian, gay, bisexual or transgendered who are working to eliminate barriers to the recognition and full participation of their constituency in the union and in the workplace.
- f) **“Aboriginal Action Circle”** is a committee of PSAC members in the NCR who are Aboriginal who are working to eliminate barriers to the recognition and full participation of their constituency in the union and in the workplace.
- g) **“Men’s Action Committee”** is a committee of PSAC members in the NCR to address the needs and concerns of men within the PSAC.

## **Section 6 - MEMBERSHIP RIGHTS**

Every member in good standing is entitled:

- a) to be free from any act or omission on the part of the PSAC NCR Council or its members that would discriminate against the member on the basis of age, gender, colour, national or ethnic origin, race, religion, marital status, criminal record, physical or mental disability, sexual orientation, language, political belief or employer;
- b) to be free from harassment by another member, both within the PSAC NCR Council and in the workplace on the basis of any of the grounds mentioned above;
- c) to be nominated for and hold elected office in the region subject to any qualifications or stipulations stated in the PSAC Constitution and these By-Laws;
- d) to participate in the official language of their choice at all regional functions in keeping with the Constitution of the Public Service Alliance of Canada.

## **Section 7 - STRUCTURE OF THE NATIONAL CAPITAL REGION COUNCIL**

### **7.1 National Capital Region Council (NCR Council)**

#### **7.1.1 (a) Composition**

The PSAC NCR Council shall be composed of all of the following:

- i) the Regional Executive Vice-President - National Capital Region (REVP-NCR);
- ii) the Alternate Regional Executive Vice-President - National Capital Region;
- iii) the Regional Vice-President, Countries Outside Canada;
- iv) ~~NCR Local (see Section 5 - Definitions) presidents or alternately, a member of the Local delegated by the Local Executive to speak on behalf of the Local;~~  
**each affiliated Local or Branch of Components and DCL shall be entitled to one (1) delegate for the first 500 members and one (1) additional delegate for each 500 members or portion thereof (see Section 5 Definitions);** *(as approved at the May 23-24 and 25, 2008 Triennial Convention of the NCRC.)*
- v) NCR Component Regional Officers (see Section 5 - Definitions);
- vi) one representative from each of the following groups to be selected by that constituency: Ottawa Regional Women's Committee, le Comité régional des femmes de l'Outaouais, MDAC, RVAC, Pride, AAC and the Men's Action Committee. As other equality groups, as recognized by the PSAC, are established, they too may send a representative;
- vii) the Chair of the Ottawa Area Council (OAC);
- viii) the Chair of the Comité régional d'action politique de l'Outaouais (C.R.A.P.O.);  
and
- ix) members of the NCR Council Executive not included in (i) to (vii).

#### **7.1.1 (b) Component Representation**

Components without NCR Component Regional Officers may appoint a representative to the PSAC NCR Council providing that the appointee:

- i) resides or works in the National Capital Region; and
- ii) holds elected office in an NCR Local or NCR Branch or is an alternate to a Component Regional Officer.

#### **7.1.2 Frequency of Meetings**

The PSAC NCR Council shall meet at least three (3) times per year, immediately prior to meetings of the 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 NCR Council shall be convened if 10% of Council members so signify their wish by petition to the Executive.

### 7.1.4 Quorum

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

## 7.2 National Capital Region Council Executive (NCR Council Executive)

### 7.2.1 Composition

The PSAC NCR Council Executive shall be composed of the following members:

- i) the Regional Executive Vice-President - National Capital Region (REVP-NCR);
- ii) the Regional Vice-President, Countries Outside Canada;
- iii) the representatives delegated by each of the Ottawa Regional Women's Committee, le Comité régional des femmes de l'Outaouais, MDAC, Pride, RVAC and AAC to represent their respective committees and who shall be the same person as in section 7.1.1(a)(vi). As other equality groups, as recognized by the PSAC, are established, they too may send a representative;
- iv) a Treasurer to be elected by the NCR Council;
- v) ten (10) members-at-large to be elected by the NCR Council; **members-at-large shall forfeit this position if elected to the NCR Council Executive in any other capacity;** *(as approved at the May 23-24 and 25, 2008 Triennial Convention of the NCRC.)*
- vi) two (2) members delegated by the NCR Separate Employer and Directly Chartered Locals, to be elected by Separate Employer and Directly Chartered Local delegates in caucus, and one (1) alternate, to join the Executive in case of a vacancy;
- vii) the chairperson or their designate of the Conseil régional d'action politique de l'Outaouais and the chairperson or their designate of the Ottawa Area Council.

### **7.2.2 Alternates**

- a) Two alternates-at-large shall be elected in accordance with the procedures in Article 15.2. In the case of a vacancy on the Executive, it shall be filled by the first alternate and a second vacancy by the second alternate.
- b) A vacancy in the office of the REVP shall be filled by the Alternate REVP.
- c) A vacancy in the office of Alternate REVP occurring six months or more prior to the National Capital Region Triennial Convention shall be filled in the following manner:
  - i) Nominations shall be called by the Alliance Executive Committee from amongst all members in the National Capital Region.
  - ii) The AEC shall ensure that all nominees are members in good standing of the PSAC in the NCR of the PSAC, 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 Alternate REVP.
  - iv) If there is more than one nominee for the office of Alternate REVP, 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 NCR Council Executive shall meet a minimum of four (4) times per year. Special meeting of the PSAC NCRC Executive shall be convened if 3 Executive members so signify their wish by petition to the REVP, or at the request of the REVP.

### **7.2.4 Local Designation**

A Local whose representative is elected to the Executive may, if so desired, designate another Local member to represent the Local on the NCR Council.

### **7.2.5 Council Status**

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

### **7.2.6 Term of Office**

Five (5) of the ten (10) Members at Large be elected for a term of two (2) years, starting at the 2006 AGM of the NCR Council;

The five (5) remaining positions of Members at Large be afforded two year terms, starting at the 2007 AGM of the NCR Council;

One (1) of the two (2) positions for representative for Separate Employer and Direct Charter Locals be permitted a term of office of two (2) years, starting at the 2006 AGM of the NCR Council;

The other remaining (1) position for representative for Separate Employer and Direct Charter Locals be afforded a term of two (2) years, starting at the 2007 AGM of the NCR Council;

The treasurer and the alternate be elected for a term of one year.

The REVP and the alternate be elected for a term of three (3) years at the NCR Convention; and

The RVP (Countries Outside Canada) and the alternate be elected in accordance to the PSAC Constitution.

### **7.2.7 Quorum**

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

## **Section 8 - PSAC NCR COUNCIL EXECUTIVE ROLES AND RESPONSIBILITIES**

### **8.1 Regional Executive Vice-President - National Capital Region**

The Regional Executive Vice-President - National Capital Region shall:

- a) represent the NCR at all meetings of the National Board of Directors;
- b) report in writing on his/her activities at each meeting of the PSAC NCR Council;
- c) assume responsibility for the production and distribution of minutes for the PSAC NCR Council and its Executive;
- d) act as an ex-officio member of all operational committees and shall have the authority in consultation with the PSAC NCR Council Executive to designate a member of the Executive as an ex-officio member to all operational committees;
- e) shall interpret the PSAC NCR Council By-Laws.

### **8.2 PSAC NCR Council Executive**

The NCR Council Executive shall be responsible for:

- a) facilitating communication among the Alliance Centre, Regional Offices, Components and Locals/Branches;
- b) facilitating Local to Local communication and Regional communications networks that will aid in federal government buildings and complexes where members of many Locals and Components work;
- c) facilitating the education of members by providing a liaison and communication service between the provider and recipient;
- d) the creation and function of committees for the express 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 Alliance or Component committees within the Region; and
- e) the functioning of the PSAC NCR Council between meetings;

- f) the appointment of interim Executive members in case of vacancies that cannot be filled by alternates.
- g) **providing a written activities report for the previous year at the Annual General Meeting.** *(as approved at the May 23-24 and 25, 2008 Triennial Convention of the NCRC.)*

### **8.3 Treasurer and Alternate**

**8.3.1** The Treasurer will be elected in accordance with Article 15.2. The Treasurer shall:

- a) Present a draft annual budget to the January NCR Council meeting for approval;
- b) Present a current financial statement to each meeting of the NCR Council and NCRC Executive; and
- c) Present an audited financial statement for the previous fiscal year to the NCR Council Annual General Meeting for approval.
- d) ~~Chair the NCRC Board of Trustees Membership Benefit Fund.~~  
*(as approved at the May 23-24 and 25, 2008 Triennial Convention of the NCRC.)*

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

## **Section 9 - COMMITTEES**

- a) The PSAC NCR Council Executive shall have the authority and the responsibility for establishing operational/standing committees of Council.
- b) The PSAC NCR Council recognizes and supports the existence of the following NCR equality-seeking committees: Ottawa Regional Women's Committee (ORWC), Comité régional des femmes de l'Outaouais (CRF-Outaouais); Members with Disabilities Action Committee (MDAC), Racially Visible Action Committee (RVAC), Pride, Aboriginal Action Circle (AAC) and the Men's Action Committee.
- c) The PSAC NCR Council shall elect a Standing Finance Committee in accordance with the procedures in Article 15.2.
- d) The PSAC NCR Council shall elect a Board of Trustees for the Membership Benefit Fund in accordance with the procedures in Article 15.2.
- e) The Ottawa Area Council (OAC) and the Conseil régional d'action politique de l'Outaouais (CRAPO) are recognized as the two political action committees of the PSAC NCR.

## **Section 10 - FINANCES AND COLLECTION OF MEMBERSHIP FEES**

- a) The PSAC NCR Council shall be funded, among other sources, from the budget allocated by the PSAC to the National Capital Region and from any membership dues levied on participating Locals (including Directly Chartered Locals) and Branches.
- b) Any determination of dues by the PSAC NCR Council pursuant to Section 16, Subsection 2 of the PSAC Constitution will require a two-thirds majority vote of the delegates present at a PSAC NCR Council AGM.
- c) A notice of motion must be given at any PSAC NCR Council meeting preceding a PSAC NCR Council AGM for any dues levy.
- d) The fiscal year of the PSAC NCR Council shall be from January 1 to December 31 and all financial records shall be retained for seven years.
- e) Ratification of the annual budget requires a two-thirds majority vote of the delegates present at the PSAC NCR Council.
- f) The PSAC NCR Council Executive shall have the authority to spend up to \$2,000.00 on any unbudgeted expense. Such expenditures shall require a 2/3 majority vote.
- g) An annual attest audit shall be conducted on the PSAC NCR Council revenues and expenditures in March of each year, by an independent certified auditor. The auditor shall be chosen at the January PSAC NCR Council meeting.
- h) The Standing Finance Committee or any PSAC NCR Council delegate can recommend a forensic audit to Council at any time. A 50% majority shall be required to accept such a recommendation.

### **10.1 Signing Authority**

The Regional Executive Vice President - National Capital Region, the Treasurer and one more person designated by the PSAC NCR Council Executive will constitute the authorized signing authority for the PSAC NCR Council. Two of these three signatures shall be required on all disbursements.

## **Section 11 - REMOVAL FROM OFFICE/DISCIPLINE**

- a) A member of the NCR Council Executive shall be removed from office for cause for non-attendance at three consecutive regularly scheduled meetings of the Executive without justifiable reason.
- b) Upon the recommendation of the NCR Council Executive, the PSAC NCR Council shall have the authority, by a two-thirds (2/3) majority vote at a regular meeting, to remove from NCRC Executive Office, suspend or expel from the NCR Council any member or officer contravening a provision of the PSAC Constitution or of these By-Laws.
- c) Any member so removed from office would have appeal rights as per Regulation 19 Subsection 8 of the PSAC Constitution.
- d) Upon application of a member, the PSAC NCR Council or the PSAC NCR Council Executive may authorize a leave of absence for cause.

## **Section 12 - AMENDMENT OF BY-LAWS**

- a) Any amendment of, deletion from or addition to these By-Laws shall become effective by approval of two-thirds (2/3) of the delegates voting at a meeting of the PSAC NCR Council.
- b) Unless otherwise specified, any amendment of, deletion from or addition to these By-Laws shall become effective at the time of its adoption.

### **Section 13 - REGULATIONS**

The PSAC NCR Council Executive shall have the authority to make such policies and regulations as are necessary for the administration of the affairs of the PSAC NCR Council, provided such policies and regulations do not conflict with these By-Laws or with the Constitution of the Public Service Alliance of Canada.

**Section 14 - PSAC NCR COUNCIL MEETINGS,  
INCLUDING THE ANNUAL GENERAL MEETING**

- 14.1** The PSAC NCR Council shall hold its Annual General Meeting in May of each year.
- 14.2** The PSAC NCR Council meetings shall be chaired by the Regional Executive Vice-President - National Capital Region, or, in his/her absence, by the alternate REVP-NCR.
- 14.3** The PSAC NCR Council meetings shall:
- a) adopt rules of procedure governing the processing of all matters before it;
  - b) deal with all resolutions and matters submitted to it by the Locals, Branches, regional women's committees, regional equality committees, the Ottawa Area Council and the Conseil régional d'action politique de l'Outaouais;
  - c) deal with any administrative matter placed before it by the delegates, in the manner prescribed by the procedural rules adopted by the NCR Council meeting for the orderly conduct of its business.
- 14.4** In addition to 14.3, the PSAC NCR Council Annual General Meeting shall:
- a) elect the members of the PSAC NCR Council Executive (excluding the regional women's committee representatives and the representatives from the equality-seeking committees) but including two alternates-at-large.
- 14.5** The third meeting of the NCR Council held in the year preceding the PSAC National Triennial Convention shall:
- a) be designated as the Triennial Regional Convention of the NCR Council, to elect the Regional Executive Vice-president National Capital Region and Alternate Regional Executive Vice-president National Capital Regional, and to adopt resolutions to be forwarded to the PSAC National Triennial Convention;
  - b) allow all NCR National Officers to register as voting delegates.

**Section 15 - REPRESENTATION AND VOTING AT THE PSAC  
NCR COUNCIL MEETINGS AND THE PSAC  
NCR COUNCIL ANNUAL GENERAL MEETING**

**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 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, he or she must have indicated in writing their willingness to stand.

Nominees for the office of the Regional Executive Vice-president National Capital Region shall be prepared to live in a location as determined by the Alliance Executive Committee.

**15.2 Election of Officers**

- a) A Nominations Committee of at least three (3) persons shall be appointed by the PSAC NCR Council from among those present, other than staff.
- b) The duties of the Nominations Committee shall be:
  - i) to receive nominations for the offices of REVP and Alternate REVP and to receive nominations for the positions of Treasurer, the ten (10) at-large members and alternates;
  - ii) to verify the eligibility of the nominees for office;
  - iii) to ascertain the willingness of the nominees to accept and perform the duties of office to which they may be elected; and
  - iv) to report to the Triennial Regional Convention or the PSAC NCR Council AGM the names of all such nominees.
- c) Nominations for all positions, excluding those mentioned in section 7.1.1(a)(v) of these By-Laws, 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 can also be received from the floor.
  - i. Nominees for REVP and Alternate REVP 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 REVP and Alternate REVP who are present at the Regional Convention can submit a nomination form to the Regional Coordinator prior to the start of the Regional Convention 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 NCR Council. **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 NCR executive.** *(as approved at the May 23-24 and 25, 2008 Triennial Convention of the NCR Council.)* The Chairperson shall conduct the election of officers and shall have the power to appoint scrutineers and assistants to conduct elections in an orderly fashion subject to the limitations of 15.2.a above.
- e) Elections shall be conducted in the following order: the REVP, followed by the alternate REVP, the Treasurer followed by the ten (10) members-at-large, followed by the two alternates, three members of the Standing Finance Committee, and then the Vice-Chairperson and Secretary-Treasurer of the Board of Trustees for the Membership Benefit Fund. Each office shall be called in turn and completed before the next office is called.
- f) The nominee, or someone chosen by the nominee, may speak for not more than three (3) minutes on behalf of the nominee to the AGM.
- g) The election to each office shall be by secret ballot in accordance with Section 23 (Subsections 8, 9 and 10) of the PSAC Constitution.
- h) Election to the office of REVP and Alternate REVP shall be declared only on receipt of a clear majority of the ballots cast with standings revealed to voting delegates after each ballot. In the event that more than two (2) nominees stand for election to any one office, the election procedure shall be by the 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 taking the third ballot.
- j) Upon completion of the election of the REVP and Alternate REVP, the Nominations Committee will sign a declaration outlining the number of accredited delegates, the number of accredited delegates voting, the vote tally for each candidate, and the number of spoiled ballots for each ballot during the election of

the REVP. The signed declaration will be forwarded to the PSAC National President and maintained on file.

- k) The REVP and the Alternate REVP shall take office at the end of the National Capital Region Triennial Convention.
- l) Members elected to the position of Regional Executive Vice-President shall not hold Component, Local or Branch Executive Officer positions other than steward.
- m) **Members elected to the NCRC Executive shall hold only one position on the Executive.** *(as approved at the May 23-24 and 25, 2008 Triennial Convention of the NCRC.)*

### **15.3 Submission of Resolutions**

- a) The PSAC NCR Council Executive shall establish a Resolutions Committee(s) of NCR Council members to deal with all resolutions.
- b) Resolutions may be submitted by all members of the PSAC NCR Council.
- c) Resolutions are to be submitted six weeks prior to any PSAC NCR Council meeting. Resolutions received after this cut-off shall be considered late resolutions.
- d) Emergency resolutions shall be presented to the meeting Chair for referral to the Resolutions Committee, who shall determine whether the resolution treats a situation which was not known at the time of the original call for resolutions. The assembled delegates will be asked to vote on the acceptance of an emergency resolution.
- e) A motion to refer must be made to forward to the PSAC NCR Council Executive any resolutions not dealt with at any meeting of the PSAC NCR Council.

**|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 By-Laws and the Constitution of the Public Service Alliance of Canada, fulfill 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 BY-LAWS OF THE NATIONAL CAPITAL REGION COUNCIL PUBLIC SERVICE ALLIANCE OF CANADA**

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## **Regulation 1 - RULES OF ORDER**

The PSAC NCR Council will follow the PSAC Rules of Order and will abide by Regulation 12 of the PSAC Constitution, with the following exceptions:

- a) speeches shall be limited to three minutes;
- b) a vote by secret ballot shall be taken only on a substantive motion at the request of one-third of the delegates present;
- c) one-third of the delegates at the NCR Council 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;
- d) election of officers shall be conducted in accordance with the provisions of the PSAC NCR Council By-Laws.

## **Regulation 2 - COMMITTEES**

- a) The PSAC NCR Council 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 NCR Council By-Laws.
- b) Notwithstanding Subsection (a), the equality-seeking committees recognized in the PSAC NCR Council By-Laws shall have the authority to establish their own mandates and terms of reference.
- c) A list of committees of the PSAC NCR Council will be published annually along with a list of committee contacts.
- d) **Finance Committee**
  - i) The Finance Committee shall be composed of three people and shall meet with the REVP-NCR and the Treasurer when necessary, but at least before each regularly scheduled meeting of the PSAC NCR Council;
  - ii) the Finance Committee will review past and present expenditures and will provide the costing for resolutions and/or motions presented to the meetings of the PSAC NCR Council and its Executive;
  - iii) the Finance Committee will report in writing to the PSAC NCR Council Executive immediately prior to all PSAC NCR Council meetings, and copies will be provided to all delegates at PSAC NCR Council meetings.

### **Regulation 3 - PSAC NCR COUNCIL EXECUTIVE RESPONSIBILITIES**

The NCR Council Executive shall be responsible for:

- a) facilitating communication among the Alliance Centre, Regional Offices, Components and Local/Branches on:
  - i) current union, social and community issues affecting members;
  - ii) Alliance education courses, conferences and fora to include member feedback;
  - iii) education, conferences and fora of labour partners and social agencies where the content would directly benefit members; and
  - iv) the rapid enhancement and maintenance of Local, Component and Alliance Centre membership lists.
- b) facilitating Local to Local communication and Regional communications networks that will aid in federal government 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 the use of telephone and computer to computer networking; and
  - iii) monitoring progress of both the Alliance Web and other Regional communications networks for the purpose of recommending improvements and assisting with their implementation.
- c) facilitating the education of members on the following matters:
  - i) Government legislation which governs the members (*PSEA, PSSRA, CLC*, 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 UCS, Pay Equity, Collective Bargaining, Strike mandates,

by providing a liaison and communication service between the provider and recipient;

- d) the creation and function of committees for the express 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 Alliance or Component committees within the Region;
- e) the functioning of the PSAC NCR Council between meetings.

The Alternate Regional Executive Vice-President, NCR is responsible for:

- 1) as per Section 23, Sub-Section 11 (c) of the PSAC Constitution, the Alternate Regional Executive Vice-President-NCR will include:
  - a) assume the responsibilities and duties of the Regional Executive Vice-President-NCR on a permanent basis, if for any reason the Regional Executive Vice-President-NCR is unable to complete her/his term of office;
  - b) assume the responsibilities and duties of the Regional Executive Vice-President-NCR on an interim basis, if so designated by the Regional Executive Vice-President-NCR (i.e., vacations, illness, national meetings, training, etc.);
  - c) upon the request of the Regional Executive Vice-President-NCR, report on his/her activities and recommendations to an annual meeting of the NCRC;
  - d) act for and assist the Regional Executive Vice-President-NCR when requested by him/her;
  - e) communicate with the Regional Executive Vice-President-NCR following each NCRC and NCRC Executive meeting to review agenda items and decisions made;
  - f) receive all correspondence the same as the Regional Executive Vice-President-NCR;
  - g) perform other responsibilities as determined by the NCR Executive Council and/or the Regional Executive Vice-President-NCR.

## **Regulation 4 - PSAC NCR COUNCIL FINANCIAL PRINCIPLES**

- 1) Committees must provide to the office of the REVP minutes of all meetings in the previous year to access funding for the current year. The Executive Assistant to the REVP will monitor this with the assistance of the assigned regional representatives. Failure to submit copies of minutes of meetings could result in denial of access to funding.
- 2) No committee of the NCRC will receive more than 25% of their 2006 allocation until they have presented a written detailed financial forecast and action plan for the year.
- 3) With the development of a 3 year budget cycle of the NCRC, Committees will be encouraged to develop a 3 year plan and allowed 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) There are three (3) fundamental restrictions in association with the NCR Committee Budgets. Committees may:
  - a) approve travel outside the region to a maximum of \$500.00 per member per trip per year;
  - b) approve individual donations to a maximum of \$500.00 per donation per organization per year; and
  - c) approve the expenses of a guest speaker to a maximum of \$500.00 per event.
- 5) Committee chairs may only spend up to \$250.00. Any amount higher must be approved by the Committee executive or the membership of the committee.