



***CONSEIL  
RÉGIONAL  
D'ACTION  
POLITIQUE  
DE L'OUTAOUAIS  
(CRAPO)***

**CONSTITUTION AND BY-LAWS**

As amended on April 1, 2009

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## **BY-LAW – 1 NAME**

The name of this Committee is: *Conseil régional d'action politique de l'Outaouais – CRAPO* (Outaouais Regional Political Action Committee).

## **BY-LAW – 2 OBJECTIVES**

### Section 1

The ***Conseil régional d'action politique de l'Outaouais*** (CRAPO) has been established pursuant to Section 14 of the Constitution of the Public Service Alliance of Canada, and CRAPO shall maintain relations with the Alliance through the Executive Vice-President appointed by the Alliance and delegated to the affairs of the Regional Councils.

### Section 2

CRAPO shall be governed by the provisions set out in Section 14, "Area Councils," of the Constitution of the Public Service Alliance of Canada.

### Section 3

CRAPO shall operate as a Committee of the National Capital Regional Council (NCRC).

### Section 4

CRAPO shall be responsible for the organization of political campaigns and program activities in the Outaouais, subject to approval or delegation by the National Capital Regional Council.

### Section 5

CRAPO may strike sub-committees to work on specific action projects.

## **BY-LAW – 3 MEMBERSHIP**

### Section 1

The membership of CRAPO shall consist of two delegates for the first 500 members and an additional delegate for each additional block of 500 members, or majority fraction thereof, in each National Capital Region local, who are delegates accredited by their local *and reside in Québec*. Each Component may

also appoint an individual who is an accredited *regional* delegate *and resides in Québec*. Only accredited delegates and officers of CRAPO are eligible to vote.

*The regional pay equity committees may appoint one representative who resides in Québec.*

## Section 2

Locals, or Components, shall be entitled to elect one delegate to replace any delegate who is elected as an officer on CRAPO, in order to maintain full delegate representation from each local or Component.

## Section 3

The status of local delegate to CRAPO shall be attributed only on receipt of a written notice.

# **BY-LAW – 4 OFFICERS**

## Section 1

***Conseil régional d'action politique de l'Outaouais*** officers shall consist of one (1) *President*, two (2) *Vice-Presidents*, one (1) *Secretary* and one (1) *Treasurer*, all of whom shall be elected from the accredited delegates and officers present at the Annual Meeting, and they shall constitute the Executive Committee of CRAPO.

## Section 2

Members of the Executive Committee of CRAPO shall serve a two-year term.

# **BY-LAW – 5 ELECTION OF OFFICERS**

## Section 1

Officers shall be elected by secret ballot. Each member present who is eligible to vote shall receive a ballot. Each member present who is eligible to vote shall write the name of the candidate of his/her choice on the ballot.

## Section 2

No officer shall be elected, other than to the office of administrator, except on receipt of a clear majority of the votes cast. If there are more than two (2) candidates for an office (except that of administrator), and there is no clear

majority, the candidate(s) with the fewest votes shall be eliminated from the next round of voting.

### Section 3

Only accredited delegates and officers of CRAPO shall be eligible to hold office.

### Section 4

Only accredited delegates and officers of CRAPO shall be eligible to vote in a CRAPO election.

### Section 5

Any officer or delegate with a valid reason for absence may run as a candidate in an election, with the approval of the majority of the delegates in attendance at a meeting, provided the delegate submits a written statement giving the reasons for his/her absence and stating that he/she is prepared to run as a candidate if he/she is nominated.

### Section 6

At least 30 days prior to the Annual Meeting, the Executive Committee shall appoint a Nominations Committee which shall elect its own Chair. No member of the Nominations Committee shall be eligible for any office during this meeting.

### Section 7

Nominations for candidates shall be submitted in writing, with the signatures of the candidate and two (2) CRAPO officers or delegates, to the Nominations Committee.

### Section 8

The responsibilities of the Nominations Committee shall be as follows:

- a) It shall receive nominations for the offices of the *President*, the two *Vice-Presidents*, the *Secretary* and the *Treasurer*.
- b) It shall verify the candidates' eligibility;
- c) It shall verify that candidates are prepared to accept the office and to carry out the duties of the office to which they may be elected;
- d) It shall forward the nominations received to the Chair of the Nominations Committee.

## Section 9

The Chair of the Nominations Committee shall preside over the election, or may delegate this responsibility with the approval of the members of the Nominations Committee.

## Section 10

The Chair of the Nominations Committee or his/her alternate shall inform the meeting of the nominations received for each office, and shall issue three (3) additional calls for nominations at the meeting.

## Section 11

Separate elections shall be held *for each position*.

## Section 12

As each office comes up for election, the candidate or his/her sponsor or co-sponsor on his/her behalf, may address the meeting for no longer than three (3) minutes.

## Section 13

Each delegate and officer who is present and eligible to vote shall write the name(s) of the candidate(s) of his/her choice on the ballot.

## Section 14

A ballot shall be considered spoiled if a candidate's name appears on it more than once.

## Section 15

If the vote for one of the offices on the Executive Committee is tied, the Chair shall proceed immediately to a second round of voting, with no recess. If the votes are tied again, the Chair shall adjourn the session briefly before proceeding to a third round of voting.

## Section 16

CRAPO's elected officers shall take up their duties at the end of the meeting at which they were elected.

## Section 17

All elected officers shall swear the oath of office as soon as they take up their office.

## Section 18

The President of CRAPO shall be elected as a de facto delegate to the PSAC Triennial Convention which takes place during his/her term.

If the President is selected as a delegate by another PSAC body, or the Executive member selected in place of the President is also selected as a delegate by another PSAC body, the CRAPO delegate shall then be selected by the members of the CRAPO Executive in the following order:

- 1- the Vice-President elected first at the most recent election;
- 2- the Vice-President elected second;
- 3- the Secretary;
- 4- the Treasurer.

The delegate's alternate shall be selected automatically in the same manner.

## **BY-LAW – 6 DUTIES OF OFFICERS**

### Section 1 – ***President***

- (1) The President shall chair the meetings of CRAPO and its Executive Committee.
- (2) The President shall ensure compliance with the PSAC Constitution and Regulations, the National Capital Regional Council Constitution and By-Laws and the CRAPO Constitution and By-Laws.
- (3) The President shall supervise the work of all CRAPO officers and shall be a member ex officio of all CRAPO sub-committees.
- (4) The President shall submit a report of his/her activities to the CRAPO Executive Committee and the CRAPO meetings and shall perform the other duties of his/her office.
- (5) The President shall act as liaison with the Executive Office of the National Capital Regional Council and shall report on CRAPO's activities at National Capital Regional Council meetings.
- (6) The President shall be responsible for the efficient and appropriate conduct of CRAPO affairs.

- (7) The President shall vote solely to break a tie on a given matter.

## Section 2 – ***Vice-Presidents***

- (1) The Vice-Presidents shall assist the President in attaining CRAPO's objectives.
- (2) The Vice-Presidents shall perform any duties entrusted to them by the Executive Committee.

## Section 3 – ***Secretary***

- (1) It is the Secretary's responsibility to notify all CRAPO officers and delegates of all meetings.
- (2) It is the Secretary's responsibility to keep accurate records of all meetings.
- (3) The Secretary shall forward the minutes of all meetings to the PSAC Regional Executive Vice-President for the National Capital Region within 30 days of the date of each meeting.
- (4) It is the Secretary's responsibility to log all correspondence and forward it for follow-up to the appropriate CRAPO officers or meetings.
- (5) The Secretary shall prepare correspondence in accordance with the instructions of the President, the Executive Committee or CRAPO.
- (6) The Secretary shall make available to members, for their perusal, copies of all noteworthy correspondence sent or received since the previous general meeting, and shall read it out at regular meetings.

## Section 4 – ***Treasurer***

- (1) The Treasurer shall submit a report at the regular CRAPO meetings, with a detailed explanation of the receipts and expenditures over the preceding months.
- (2) The Treasurer shall prepare budget proposals, in accordance with the instructions of the CRAPO Executive Committee, for presentation to the National Capital Regional Council at its January meeting.



- (3) The Treasurer shall act as regular liaison with the Treasurer of the National Capital Regional Council, providing breakdowns of receipts and expenditures on request.

## **BY-LAW 7 – EXECUTIVE COMMITTEE**

### Section 1

The Executive Committee shall consist of the elected officers referred to in By-Law 4.

### Section 2

The Executive Committee shall administer CRAPO affairs.

### Section 3

The Executive Committee shall meet on an as needed basis, but shall always meet two weeks prior to each general meeting.

### Section 4

Special meetings of the Executive Committee may be called by the President, by the Outaouais Region REVP or on written request to the President by three (3) members of the CRAPO Executive Committee.

### Section 5

Any member of the Executive Committee who fails to attend three (3) consecutive meetings without valid reason shall be stripped automatically of his/her office, which shall immediately become vacant.

### Section 6

- (1) In the event of a vacancy, other than the office of President, on the CRAPO Executive Committee, the other officers who are members of the Executive Committee may fill the vacancy by appointing a replacement for the remaining portion of the initial term.
- (2) If the office of President becomes vacant, the Executive Committee shall fill the office by election at a general members' meeting prior to the following Annual General Meeting, provided that a notice of motion is filed at least 30 days prior to the election.

### Section 7

A quorum of the Executive Committee shall be formed by a majority of the elected officers.

### Section 8

A report of the activities of the Executive Committee shall be submitted at each regular CRAPO meeting.

### Section 9

When they resign from their respective offices, all CRAPO officers shall return all monies, documents and other goods which are the property of CRAPO.

## **BY-LAW 8 – MEETINGS**

### Section 1

CRAPO shall call meetings of the Committee on a regular basis, at least six (6) times a year.

### Section 2

The annual meeting shall take place by October 31 at the latest.

### Section 3

Special CRAPO meetings shall be called by the President, by the NCR REVP or on written request to the President of CRAPO or to the NCR REVP by three (3) delegates from different locals.

### Section 4

The introduction at a special meeting of any new business other than that for which the meeting has been called shall require a motion adopted by a two-thirds majority of the vote.

### Section 5

CRAPO documents such as agendas and noteworthy minutes shall be provided in French for general and special meetings, but such documents and the reports distributed at the Annual General Meetings shall be provided in both official languages.

## **BY-LAW 9 – AMENDMENTS**

### Section 1

CRAPO By-Laws may be amended by a two-thirds majority of the accredited delegates who are eligible to vote and the officers present at the annual meeting, subject to approval by the National Capital Region Executive Council, with the exception of amendments which must be made following any amendment by the Convention to the PSAC Constitution.

### Section 2

The proposed amendments must be submitted to CRAPO in writing at a meeting preceding the annual meeting.

## **BY-LAW 10 – DISCIPLINE**

CRAPO shall be empowered to suspend or expel from the Committee any officer who contravenes any provision of the PSAC or CRAPO Constitutions, or for cause, subject to the provisions of Regulation 19 of the PSAC Constitution and Regulations.