

PSAC NCR REGION
CONVENTION CALL





MESSAGE FROM THE PSAC NATIONAL PRESIDENT ON THE RESCHEDULED REGIONAL CONVENTIONS

The COVID-19 pandemic has impacted members and our communities across the country. This continues to be a challenging time for everyone, and I salute the dedication of our activists in continuing to serve the membership.

As we adapt to living and working in the new COVID-19 reality, we have adjusted how we conduct our union business and events. This includes our PSAC Regional Conventions, which we were forced to postpone in 2020. The PSAC National Board of Directors has endorsed that these conventions proceed as virtual events, utilizing an electronic platform to ensure members' participation in the democratic process of our union, in a manner that protects their health and safety.

I know that members were looking forward to coming together at these conventions, to debate resolutions, elect officers, and set the future direction of their region. However, with so much uncertainty surrounding the future of the pandemic and its impacts on health, travel, and public safety, we cannot place members and their families at any additional risk. Nor can these conventions be further postponed. We are committed to recreating the convention experience as best possible, using a specially designed virtual convention platform. The work that must be accomplished at convention will get done, and members will be engaged in this process.

In conducting our Regional Conventions virtually in 2021, we shall be recreating to the extent possible the conventions that were to take place in 2020. Therefore, these are not new conventions, but a re-establishment of the 2020 Regional Conventions. The delegate entitlement calculation that was utilized for the 2020 Regional Conventions shall be maintained for the rescheduled 2021 conventions. **Further details on the virtual convention platform, as well as a revised convention call-out, will be issued in the near future.**

I will miss spending time with members at these conventions and I look forward to when we can all be together again in person. I recognize that virtual conventions will be a big change for our union, but I am confident that members will rise to this challenge – just as they have met the challenge of work and life during COVID-19. Our collective solidarity will power us through this pandemic and help to build a more positive future.

In solidarity,

A handwritten signature in black ink, appearing to read 'Chris Aylward', with a long horizontal flourish extending to the right.

Chris Aylward
National President

**Attention: All NCR Local/Branch Presidents
National Board of Directors
Component Full-Time Vice-Presidents of the NCR
NCR Regional Council
NCR Area Councils
NCR Regional Women's Committees
NCR Equity Seeking Committees
National Indigenous Peoples Circle Representatives of the
NCR
NCR Young Workers Committee
NCR Council Executive Members**

**The NCR Regional Triennial Convention of the Public Service Alliance
of Canada will be held virtually**

beginning May 14th, 2021 and concluding May 16th, 2021.

Deadline for receipt of credentials: February 19, 2021

Deadline for receipt of resolutions: February 12, 2021

Deadline for delegate registration: February 19, 2021

Introduction

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-NCR '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.

Delegate Entitlement

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

7. The delegate registration previously done for the 2020 PSAC-NCR Regional 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.

The period for delegate confirmation shall be: February 19, 2021.

8. The registration fee paid by delegates in 2019/2020 will be returned. No registration fee shall be charged for the virtual Regional Convention.

9. 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).
10. 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 shall confirm their delegation to PSAC, including any changes made to their delegation. Confirmation will be done by completing the online form. An email will be sent to you when the form will be made available.

11. 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.

12. 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

13. Observers shall confirm their attendance to the postponed PSAC-NCR Regional Convention by: **February 19, 2021**. New observers are permitted to register for convention by this deadline.
14. 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.
15. If an observer had previously paid the \$150 convention registration fee, it will be returned by PSAC-NCR. No registration fee shall be charged for the postponed regional convention.

16. 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.
17. PSAC-NCR 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.

Resolutions

18. New resolutions can be submitted to the postponed PSAC-NCR regional convention. **The deadline for submitting new resolutions is: February 12, 2021. You can submit them in electronic format at the following email address: 2021NCRConvention-CongresRCN2021@psac-afpc.com**
19. **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.
20. 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.
21. Given the time constraints of the virtual Regional Convention, resolutions committees should be prepared to present their top ten (10) priority resolutions only.
22. 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.

23. **Resolutions submitted after the deadline February 12, 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.

24. **Submitted resolutions must comply with the following criteria:**

Format:

- ✓ Formatted in 14-point Arial font;
- ✓ Is 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;

Approved:

- ✓ 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;

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:

- ✓ Resolution is submitted by **February 12, 2021.**

Examples of traditional and clear language format resolutions are included at the end of this document.

EXAMPLES OF GOOD 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>

Nominations

25. The nominations and the order in which they were received for the postponed 2020 PSAC-NCR Regional Convention shall be maintained.

26. **New nominations may be submitted until April 16, 2021.**

New nominations shall be added to those submitted in 2019/2020, in the order in which the new nominations are received. Please submit nominations to Elisabeth Woods, the Regional Coordinator at the following email address WoodsE@psac-afpc.com.

27. The nominations form may be submitted electronically. Should a candidate, nominator, or seconder be unable to sign and scan the nominations form, PSAC-NCR will accept an email confirmation from the candidate, nominator, and/or seconder as attestation of their signatures.
28. 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. Should a nominations form that was submitted in 2019/2020 require revision, in order to update the name of the nominator or seconder to a postponed Regional Convention delegate, such amendment will be allowed and will not alter the ranking order of the nomination.
29. In cases where a nominator or seconder have withdrawn their support for a candidate, a new nominations form shall be required. As a new nomination it shall be added to the nominations in the order received.

Campaigning

30. Candidates campaign material must comply with the PSAC Constitution. Any concerns regarding campaign materials are to be communicated to the PSAC National President.
31. Candidates are to only use their own personal social media account(s) to promote their candidacy to the membership.
32. No candidate may employ the logos, letterhead, social media or other communication tools of PSAC, PSAC-NCR, or any related union body in their campaign materials.
33. Further guidelines regarding the conduct of regional election campaigns will be provided by PSAC.
34. All candidates will be asked to participate in an all-candidate debate, which will take place Saturday, May 15, 2021 from 5 until 6pm. Members may submit questions for this debate to the Regional Coordinator, Elisabeth Woods (WoodsE@psac-afpc.com). Questions are to be received by: May 3rd, 2021.

PSAC will review the questions submitted to ensure they are appropriate and do not bias any candidate. Due to time constraints, not all questions submitted will be

utilized in the debate. Duplicate questions may be combined to create composite questions from those submitted.

Reimbursement and Loss of Salary

35. **REMINDER:** Delegates are to ensure that they have been granted leave from their employer to attend the regional convention.
36. 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.

Connectivity

37. Registered delegates will be provided with information on the technical requirements necessary in order to participate in the PSAC-NCR Regional Convention.
38. 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.
39. Training on the virtual convention platform will be provided to delegates and observers in advance of the PSAC-NCR Regional Convention.

Accommodation

40. PSAC 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.

Family Care

41. 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 at <http://psacunion.ca/family-care-policy>.
42. Family care arrangements will be provided based on requests identified on the registration form.

Elections

43. A call for nomination for the office of the Regional Executive Vice-President (REVP) and Alternate REVP, will be sent under separate cover.

- a) Regional Executive Vice-President
- b) Alternate Regional Executive Vice-President
- c) Treasurer
- d) Members – at – large & alternates
- e) Standing Finance Committee

Training

44. Training sessions and courses related to Convention, including resolution writing and rules of order, will be posted on the PSAC-NCR website here: <http://psac-ncr.com/events/courses>

For first time delegates there will be a Convention orientation prior to start of Convention

General

45. A copy of the PSAC-NCR Bylaws is available on the regional website: <http://psac-ncr.com/bylaws/laws-national-capital-region-council>. You may also contact the office of the Regional Executive Vice-President.

46. Details of the PSAC-NCR 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.

I look forward to seeing you virtually at the PSAC-NCR convention.

In solidarity,

Alex Silas

Regional Executive Vice President



c.c. NBoD