

OTTAWA AREA COUNCIL BY-LAWS

(As amended February 12, 2020)

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BY-LAW 1 - NAME

The name of this Council shall be the “Ottawa Area Council, also referred to as the “Area Council”.

BY-LAW 2 - OBJECTIVES

Section 1

The Ottawa Area Council is established in accordance with Article 14 of the Constitution of the Public Service Alliance of Canada and the Council shall maintain liaison with the Alliance through the office of the designated Regional Vice-President of the Alliance responsible for the Area Council.

Section 2

The Area Council shall be governed by the provisions set forth in Article 14, “Area Councils” of the Constitution of the Public Service Alliance of Canada.

Section 3

The Area Council will function as a Council of the National Capital Region Council (NCRC).

Locals, Branches, Components and constitutionally recognized committees shall submit to the Ottawa Area Council their list of delegates each year using the Ottawa Area Council Affiliation form. If there should be any change of delegate status during the year, the Ottawa Area Council must be notified in writing using the Ottawa Area Council Affiliation form.

Section 4

The role of the Area Council shall consist of such activities as community, social and recreational affairs within the communities in which the Area Council functions; promotion and coordination of PSAC campaigns assigned to them by the NBoD, or the AEC, or the National Capital Region Council, 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.

Section 5

The Area Council may establish sub-committees to work on specific action projects.

BY-LAW 3 - MEMBERSHIP

Section 1

Membership in the Area Council shall be comprised of elected Delegates from Locals, Branches of Components, directly chartered locals and constitutionally recognized committees on the basis of: two (2) Delegates for the first 500 members and one (1) Delegate for each additional 500 members or part thereof from each locals, branches of components, Directly Chartered Locals, and one (1) Delegate from each constitutionally recognized committee of the National Capital Region.

Only elected Delegates and Officers of the Area Council shall have the right to vote.

BY-LAW 4 - EXECUTIVE OFFICERS

Section 1

The Executive Officers of the Ottawa Area Council shall consist of one (1) Chair, one (1) Secretary, one (1) Treasurer and three (3) Directors, and up to a maximum of three (3) Alternate Directors, all of whom shall be elected from the accredited delegates and officers in attendance at the Annual General Meeting.

Section 2

The term of elected Area Council Officers, and Alternate Directors, shall be one year.

BY-LAW 5 - ELECTIONS

Section 1

Election shall be by secret ballot. A ballot shall be distributed to each member present who is entitled to vote. Each member, in attendance, entitled to vote, shall write on the ballot the name of their choice for the office called.

Section 2

Election to any office, except that of Director and Alternate Director, shall be declared only upon receipt of a clear majority of the votes cast. In the event that more than two (2) nominees stand for election for any office (except Directors and Alternate Directors), and there is no clear majority, the candidate(s) receiving the fewest number of votes shall be eliminated for the next round of voting.

Section 3

Only accredited Delegates of the Area Council shall be eligible for any office.

Section 4

Only accredited Delegates and Officers of the Area Council shall have the right to vote at any election of the Area Council.

Section 5

Any Officer or Delegate absent for just cause may stand for election with the approval of the majority of the Delegates attending a meeting, provided that the Delegate submits a written statement indicating the reason for being absent and their willingness to stand for office if nominated.

Section 6

At least thirty (30) days prior to an Annual Meeting, the Executive shall appoint a Nominations Committee which shall elect its own chairperson. No member of the Nominations Committee is eligible to be elected to office, nominate or second a nomination at that meeting.

Section 7

Written nominations signed by the nominee and by any two (2) Officers or Delegates of the Council shall be submitted to the Nominations Committee on the form provided by the Ottawa Area Council.

Section 8

The duties of the Nominations Committee shall be:

- (a) To receive nominations for the position of Chair, Secretary, Treasurer, three (3) Directors and three (3) Alternate Directors;
- (b) To verify their eligibility;
- (c) To ascertain the willingness of nominees to accept and perform the duties of any office to which they may be elected;
- (d) To submit nominations received to the Nominations Committee Chairperson.

Section 9

The Chairperson of the Nominations Committee or the REVP shall conduct the election, or may delegate this function with the approval of the members of the Nominations Committee.

Section 10

The Chairperson of the Nominations Committee or their alternate shall report, to the meeting, the nominations received for each election and shall call three (3) times for further nominations from the floor.

Section 11

There shall be separate elections for the offices of the Chair, Secretary and Treasurer.

Section 12

Separate elections shall be held for the offices of the three (3) Directors and the three (3) Alternate Directors. The three (3) candidates in either election receiving the greatest number of votes shall be declared elected to office.

Section 13

For the elections of the three (3) Directors and the three (3) Alternate Directors, ballots shall contain up to three (3) candidate names.

Section 14

As the election for each office is called, the nominee or their nominator or seconder may speak to the assembly, on behalf of the nominee, for a period of not more than three (3) minutes.

Section 15

Each Delegate and Officer in attendance entitled to vote shall write on the ballot the name of the candidate(s) of their choice.

Section 16

A] For the election of Chair and positions of Secretary and Treasurer, only one name shall appear on the ballot. More than one name will be considered a spoiled ballot.

B] For the election of the three (3) Directors, up to three (3) names shall appear on the ballot. More than three (3) names will be considered a spoiled ballot.

C] For the election of the three (3) Alternate Directors, up to three (3) names shall appear on the ballot. More than three (3) names will be considered a spoiled ballot.

Section 17

In the event of a tie vote for any Executive Offices, the Chairperson shall immediately take a second vote without recess or adjournment. If this results in a second tie vote, the Chairperson shall call a third vote.

Section 18

Elected officers of the Area Council shall take office at the end of the meeting at which they were elected.

Section 19

The Oath of Office shall be administered to all elected Officers immediately upon taking office, or at the first Area Council meeting following the election.

Section 20

The Delegate to PSAC Triennial Convention shall be elected at the October meeting of the Area Council.

BY-LAW 6 - DUTIES OF OFFICERS

Section 1 – Chair

- (1) The Chair shall preside at meetings of the Area Council and of the Executive.
- (2) The Chair shall uphold the PSAC Constitution and Regulations, the National Capital Region Council By-Laws and Regulations, and the By-Laws and Regulations of the Area Council.
- (3) The Chair shall oversee the work of all Officers of the Area Council and shall be a member, ex officio, of Area Council sub-committees.
- (4) The Chair shall report to the Area Council Executive and at meetings of the Area Council on their activities and perform other duties as pertain to that office.
- (5) The Chair shall liaise with the Executive of the National Capital Region Council and shall report on activities of the Area Council at National Capital Region Council meetings.
- (6) The Chair shall be responsible for the efficient and proper conduct of the affairs of the Area Council.
- (7) The Chair shall vote only in case of a tie vote on any matter.

Section 2 – Secretary

- (1) Shall be responsible for notifying all Area Council officers and delegates of all meetings.
- (2) Shall be responsible for keeping accurate records of all meetings.
- (3) Shall be responsible for forwarding to the PSAC Regional Executive Vice-President for the National Capital Region minutes of all meetings, no later than thirty (30) days following the date on which each meeting is held.
- (4) Shall be responsible for receiving all correspondence and referring it to the appropriate Area Council executive officers or at appropriate meetings for action.
- (5) Shall be responsible for preparing correspondence as may be directed by the Chair, the Executive or the Area Council.
- (6) Shall be responsible for having available, and read at regular meetings, copies of all correspondence of interest received or dispatched since the previous general meeting for perusal by the members.

Section 3 - Treasurer

- (1) Shall be responsible for responding to requests from PSAC members about the expenditures allocated to the Area Council.
- (2) Shall be responsible for preparing and presenting at the Area Council Annual General Meeting a statement of the expenditures attributed to the Area Council from the previous year.
- (3) Shall provide an update of finances of Area Council at each monthly meeting.

Section 3 – Directors

- (1) Shall assist the Chair in fulfilling the objectives of the Area Council.
- (2) Shall carry out such duties as may be assigned by the Executive.

Section 4 – Alternate Directors

- (1) Shall replace a Director if a Director's position is vacated.
- (2) Shall be permitted by the Chair to temporarily replace an absent Director at a Council or Executive meeting.

BY-LAW 7 – EXECUTIVE

Section 1

Shall be composed of the Executive Officers as set out in By-Law 4, but shall exclude Alternate Directors, unless temporarily replacing an absent Director.

Section 2

Shall administer the affairs of the Area Council.

Section 3

Shall meet as required.

Section 4

Special meetings of the Executive may be called by either the Chair or the REVP for the National Capital Region, or on written request to the Chair by three (3) members of the Area Council Executive.

Section 5

If a member of the Executive is absent for three (3) consecutive meetings for other than valid reasons, they shall automatically be relieved of their duties and their position will become vacant.

Section 6

- (1) Should the office of the Secretary and Treasurer be vacated, said vacancy may be filled by the remaining Executive Officers appointing a replacement for the unexpired portion of the term originally vacated.
- (2) Should the office of the Chair be vacated, the Executive will select an Acting Chair from among their number.
- (3) Should a vacancy occur in any Alternate Director positions in the Area Council, the Executive may fill the position, by election, at a general membership meeting before the next Annual General Meeting, if notice of motion is announced at a general membership meeting, a minimum of thirty (30) days in advance of the election.

Section 7

A quorum of the Executive shall be the majority of the elected Executive Officers.

Section 8

The actions of the Executive shall be reported at each regular Council meeting.

Section 9

On vacating their respective positions, all Officers of the Council shall return all funds, documents or other properties of the Area Council.

BY-LAW 8 - MEETINGS

Section 1

The Area Council shall convene Council meetings on a regular basis, but at least six (6) times per year.

Section 2

The Annual Meeting shall be held in the month of February.

Section 3

Special meetings of the Area Council shall be held at the call of the Chair, or the REVP for the NCR, or on request in writing by three (3) delegates from separate locals to the Council Chair or to the REVP for the NCR.

Section 4

For the introduction of any additional business at a special meeting, other than that for which the meeting was called, a two-thirds (2/3) majority vote shall be required.

Section 5

Council will circulate documentation, such as agenda and minutes, pertinent to general, annual or special meetings. Council will prepare and make available minutes of its meetings in both official languages.

Section 6

Quorum of an Area Council meeting shall be the majority of the Executive Officers, plus a minimum of one Delegate in attendance at the meeting.

BY-LAW 9 – AMENDMENTS

Section 1

By-Laws of the Area Council may be amended by a two-thirds (2/3) majority of those accredited voting Delegates and Officers in attendance at the Annual Meeting, subject to the approval of the National Capital Region Council Executive, except such changes as may be necessary by reason of amendment of the PSAC Constitution by Convention.

Section 2

Proposed amendments must be submitted in writing to the Area Council at a Council meeting at least thirty (30) days prior to the Annual Meeting.

BY-LAW 10 – DISCIPLINE

The Area Council will apply the provisions of Regulation 19 of the PSAC Constitution and Regulations.