

# Public Service Alliance of Canada

# CONVENTION CALL

**Attention:** All members of the National Board of Directors,  
Directly Chartered Locals, Area Councils and  
Equal Opportunities Committee Representatives  
of the PSAC.

**The Sixteenth National Triennial Convention of the  
Public Service Alliance of Canada will be held at the**

***Ottawa Convention Centre***

in Ottawa, Ontario

beginning **Sunday, April 29** and concluding **Friday, May 4, 2012.**

## **Sunday, April 29, 2012 Schedule**

Component & DCL Caucuses	8:30 a.m. to 11:30 a.m.
Regional Caucuses	12:30 p.m. to 2:00 p.m.
Orientation for First-Time Delegates	2:00 p.m. to 3:00 p.m.
Official Opening Session	3:00 p.m. to 5:00 p.m.
Welcome Reception	5:00 p.m. to 8:00 p.m.

**Deadline for receiving resolutions: October 28, 2011**

**Deadline for receiving delegate names: November 21, 2011**

# "OUR UNION, OUR POWER"

The theme of the 2012 PSAC Convention is ***Our Union, Our Power***. This theme calls on each of us and the Convention as a whole to recognize the power that we have as a union and to build on this collective power.

Our power lies in our workplaces, where we defend our rights and support our fellow workers. Our power lies at the bargaining table, where we fight for decent jobs, wages and working conditions. We have power when we fight to preserve crucial public services and defend the people who deliver them.

We have power when we organize new members – it makes our union stronger. Our power is also found in our diversity – building an inclusive union only makes us stronger.

As a union, we want to use our power to protect ourselves and the interests of working people in general, here in Canada and abroad. But we cannot do this alone. We need to build our political power, to have a voice when debates about our rights and our future are taking place. We need to build this political power to speak out and create the change we want – locally, regionally, nationally and even internationally.

This Convention will be focused on building our union's power to confront the challenges ahead and defend the public services that benefit all Canadians.

Attention is invited to the provisions of Sections 9, 11, 14, 17, 19 and 24 of the PSAC Constitution with regard to the authority and responsibility vested in the National Triennial Convention and representation at National Conventions. Pertinent Sub-Sections of the referenced Sections read as follows:

## **SECTION 9**

### **COMPONENTS, THEIR JURISDICTION, AUTHORITY AND RIGHTS**

#### ***Sub-Section (4)***

- (b) A Component shall have the right to elect delegates and alternates to National Triennial Conventions of the PSAC, in accordance with procedures outlined in its By-Laws, providing that such election takes place and is fully completed six months prior to the commencement of the National Triennial Convention of the PSAC. Only dues-paying members in good standing as defined in Section 4, Sub-Section (2), (a), (b), (c), (d), (e), (f) and (g) or Life Members who are otherwise eligible, shall be eligible for election as delegates.

## **SECTION 11**

### **DIRECTLY CHARTERED LOCALS, THEIR JURISDICTION, AUTHORITY AND RIGHTS**

#### ***Sub-Section (4)***

- (a) A DCL shall have the right to elect its own officers and to elect at a general 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, delegates and alternates to the forthcoming National Triennial Convention of the PSAC. Only dues-paying members, or Life Members who are otherwise eligible, shall be eligible for election as delegates.

## **SECTION 14**

### **AREA COUNCILS**

#### ***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 Conventions of the PSAC, a delegate to the forthcoming PSAC Convention.

## **SECTION 17**

### **NATIONAL TRIENNIAL CONVENTIONS**

#### ***Sub-Section (6)***

The National Triennial Convention shall:

- (a) adopt rules of procedure governing the processing of all matters before the National Triennial Convention;
- (b) deal with all resolutions and matters submitted to it by: the NBoD; Components, in accordance with Section 9, Sub-Section (13); Regional Convention/Councils in accordance with Section 16, Sub-Section (4); and, DCLs in accordance with Section 11, Sub-Section (4) (b) except that this would not normally include collective bargaining demands;
- (c) deal with all specific matters assigned to it by this Constitution;
- (d) establish the general policies of the PSAC;
- (e) elect officers of the PSAC as outlined in Sections 18 and 23 of this Constitution;

- (f) ratify all appointments to Committees of the National Triennial Convention made by the NBoD or the AEC;
- (g) establish the budgetary provisions of the ensuing period including the dues to be paid by each member other than those dues established by a:
  - i) Component Convention or by subordinate bodies of a Component; or
  - ii) DCL
- (h) review all reports submitted to it by officers and subordinate bodies;
- (i) review the report of the National Triennial Women's, Aboriginal Peoples, Racially Visible Persons, Pride, Access, and Health and Safety Conferences and vote on recommendations adopted at the Conferences;
- (j) act upon any other items of business placed before it by the duly-elected delegates in the manner prescribed by the procedural rules adopted by the Convention for the orderly processing of its business.

## **SECTION 19**

### **REPRESENTATION AND VOTING AT THE PSAC NATIONAL TRIENNIAL CONVENTION**

#### ***Sub-Section (1)***

For purposes of representation at any National Triennial Convention of the PSAC, each Component shall be entitled to elect delegates on the following basis:

- One delegate for the first 100-400 members; and
- One additional delegate for each additional 400 members or major fraction thereof; and
- Dues-paying members who are recognized by the terms of their collective agreement.

## **Sub-Section (2)**

- (a) For the purposes of representation at any National Triennial Convention of the PSAC, a DCL shall be entitled to elect delegates on the following basis:
- One delegate for the first 100-400 members, defined here to include those dues-paying members who are recognized by the terms of their collective agreement; and
  - One additional delegate for each additional 400 members or major fraction thereof, defined here to include those dues-paying members who are recognized by the terms of their collective agreement.
- (b) (i) For the purposes of representation at any National Triennial Convention of the PSAC, DCLs of a region under the jurisdiction of a REVP who are not entitled to elect delegates pursuant to Section 19, Sub-Section (2) (a), shall be entitled to elect delegates on the following basis:
- One delegate for the first 100-400 members from DCLs of a region as defined above; and
  - One additional delegate for each additional 400 members or major fraction thereof.
- (ii) Procedures governing the election of delegates under Sub-Section (2) (b) (i) will be developed by the AEC.

### **The AEC has developed the following procedures:**

- a) At the time that the call to a National Triennial Convention is made, the PSAC Director of the Finance Branch shall provide a list of all Directly Chartered Locals within each Regional Executive Vice-President's jurisdiction/region, including the number of members in each Local.
- b) The Regional Executive Vice-President shall call for one (1) nomination from each Directly Chartered Local within his/her region which is not entitled to elect delegates pursuant to Section 19, Sub-Section (2) (a) of the PSAC Constitution.

- c) The Regional Executive Vice-President will facilitate the selection of one (1) (or more if numbers warrant) of the nominees through the Presidents of the Locals concerned.
- d) The names of the selected individuals will be forwarded to the PSAC Director of the Administration Branch for registration as a Convention delegate.

### ***Sub-Section (3)***

Delegate entitlement under Section 19 shall be determined in accordance with Section 4, Sub-Section (14) in the 12 months prior to the date of the Convention Call.

### ***Sub-Section (4)***

All accredited delegates as elected by Components and DCLs shall have full voice and voting rights.

### ***Sub-Section (5)***

- (a) Each member of the NBoD or their alternate shall be entitled to attend a National Triennial Convention of the PSAC and shall be accorded all rights and privileges of accredited delegates.
- (b) Each member of the NBoD, and each full-time Component Vice-President who is required to relocate to the National Capital Region shall, within thirty (30) days of his/her election, notify the PSAC Director of the Administration Branch of his/her intention to either:
  - i) participate in the caucus at Convention from the geographic area where he/she resided immediately prior to his/her election to the NBoD or Component Vice-President; or
  - ii) participate in the National Capital Region Caucus.

### ***Sub-Section (6)***

Each Area Council shall be entitled to elect and send to any National Triennial Convention of the PSAC one (1) delegate who shall be accorded all rights and privileges of accredited delegates.

### ***Sub-Section (7)***

The Aboriginal Peoples, Racially Visible Persons, Pride and Access equity groups shall each be entitled to send two (2) delegates to any National Triennial Convention of the PSAC who shall be accorded all rights and privileges of accredited delegates. These delegates shall be elected at their respective PSAC National Triennial Conference.

## **SECTION 24**

### **FINANCES AND COLLECTION OF DUES**

#### ***Sub-Section (21)***

Remuneration of delegates, including members of the NBoD, to any National Triennial Convention of the PSAC, shall be paid by the PSAC Centre.

Remuneration shall consist of all necessary transportation, hotel accommodation, per diem at a flat rate to cover subsistence expenses incurred during attendance at the National Triennial Convention, the flat rate to be struck at the opening session of the Convention, and actual salary or wages for time lost. Salary for time lost shall not be payable to any full-time elected or appointed officer of the PSAC in attendance at any National Triennial Convention of the PSAC.

# RESOLUTIONS

Resolutions submitted by the Component Conventions\*, must be certified by the Component President (or designate) and **must have been debated and adopted at the Component Convention.**

Resolutions to the PSAC National Triennial Convention can be submitted by Directly Chartered Locals\*\*, Area Councils\*\*\*, Regional Conventions\*\*\*\* and PSAC National Conferences\*\*\*\*\*.

Resolutions to be considered by the Sixteenth National Triennial Convention must be received by the Convention, Conferences and Project Officer by e-mail at [felixg@psac-afpc.com](mailto:felixg@psac-afpc.com) and in printed copy to 233 Gilmour Street, Ottawa, Ontario K2P 0P1, no later than:

**October 28, 2011**

**We urge you to forward all resolutions at the earliest possible date.**

Resolutions will be referred to one of the four Pre-Convention Committees – Constitution, Collective Bargaining, Finance or General.

To provide a uniform format that will facilitate the production of the National Triennial Convention Resolutions books in both official languages, mandatory Convention Resolution formats were devised and **sent on April 18, 2011 to all relevant parties. Additional copies can be obtained from the Convention, Conferences and Project Officer or on the PSAC website at:**

**<http://www.pfac-afpc.com/convention>**

## ENTITLEMENT TO SEND RESOLUTIONS TO THE PSAC NATIONAL TRIENNIAL CONVENTION

### References in the PSAC Constitution:

- \* **Section 9, Sub-Section (13)** – A Component may adopt resolutions for consideration at a regular National Triennial Convention of the PSAC in accordance with procedures outlined in its By-Laws, providing that such resolutions are adopted at least six (6) months prior to the National Triennial Convention of the PSAC.
- \*\* **Section 11, Sub-Section (4) (b)** – At a general meeting held at least six (6) months prior to the regular National Triennial Convention of the PSAC, a DCL shall have the right to adopt resolutions for consideration by delegates to the forthcoming National Triennial Convention of the PSAC.
- \*\*\* **Section 14, Sub-Section (13) (b)** – Area Council resolutions to National Triennial Conventions must be submitted to the NBoD six (6) months prior to the Convention.
- \*\*\*\* **Section 16, Sub-Section (4) (b)** – Regional Triennial Conventions may adopt resolutions for consideration at National Triennial Conventions of the PSAC in accordance with procedures outlined in its regional By-Laws.
- \*\*\*\*\* **Section 17, Sub-Section (6) (i)** – The National Triennial Convention shall review the report of the National Triennial Women’s, Aboriginal Peoples, Racially Visible Persons, Pride, Access, and Health and Safety Conferences and vote on recommendations adopted at the Conferences.

# CREENTIALS

Section 19, Sub-Section (3) of the PSAC Constitution, reads as follows:

*Delegate entitlement under Section 19, shall be determined in accordance with Section 4, Sub-Section (14) in the 12 months prior to the date of the Convention Call.*

An accounting of the highest number of members, for the period of 12 months prior to the date of the Convention Call, as provided by the office of the PSAC Director of the Finance Branch, will be used to determine the number of delegates each Component and Directly Chartered Local is entitled to send to Convention. Numbers covering the period of October 2010 to June 2011 will be used to determine preliminary delegate entitlement. In December 2011, final accounting of July, August and September 2011 will be made available and required adjustments will be made at that time.

A delegate block number has been assigned to each Component, Area Council, Directly Chartered Local and Equal Opportunities Committee member. A list of delegates with their corresponding delegate number must be submitted to the Administration Branch, **attention Convention, Conferences and Project Officer**. The list must be signed by the President and another officer of the Component or the President and another officer of the Directly Chartered Local or the President and another officer of the Area Council concerned. The official list and covering memorandum must be received no later than:

**November 21, 2011**

## REGISTRATION AT CONVENTION

Registration will take place at the Ottawa Convention Centre, 55 Colonel By Drive, Ottawa, Ontario, as indicated below:

<b>Saturday, April 28, 2012:</b>	<b>1:00 p.m. to 6:00 p.m.</b>
<b>Sunday, April 29, 2012:</b>	<b>7:30 a.m. to 2:45 p.m.</b>

**A registration fee of \$300 will be charged to each delegate and observer. The registration fee includes the cost of the participant's kit, hospitality package, Sunday welcome reception and Thursday evening reception.**

## **TRANSPORTATION / HOTEL ACCOMMODATIONS**

All delegates attending the Convention must register by completing the registration form. Delegates may register by any of the following methods:

- paper copy to the Administration Branch of the PSAC, attention Convention, Conferences and Project Officer, 233 Gilmour Street, Ottawa, Ontario, K2P 0P1; or
- fax to 613-236-4405; or
- online.

***Instructions for online registration will be provided to confirmed delegates individually once their name has been received by the Convention, Conferences and Project Officer.***

**The deadline for registration is:**

**January 6, 2012**

As per the enclosed Travel Guidelines: beginning January 23, 2012, delegates will be able to contact W.E. Travel to make their travel arrangements.

A block of hotel rooms has been reserved for our Convention requirements. All room reservations must be made through the PSAC.

**Registration must be completed prior to making any hotel and travel arrangements.**

# REIMBURSEMENT OF LOSS OF SALARY

**REMINDER:** Prior to making travel arrangements, delegates should ensure that they have been granted leave from their employer to attend the Convention.

Actual loss of salary will be reimbursed for working hours lost during the Convention. There will be no compensation of salary for weekends (see exception below), nor for travel time which falls outside of normal working hours. There will be no overtime compensation.

- When a delegate has been authorized to travel during normal working hours, reimbursement will be made to the delegate based on the fastest means of travel available and the number of hours required for the day of travel by commercial travel (i.e. air).
- The PSAC will cover the loss of salary for delegates that are regularly scheduled to work on a Saturday or a Sunday, upon receipt of official work or shift schedule.
- For delegates requesting to travel by car, where most economical air fare equivalency rules apply, the above guidelines also apply.

Please refer to “Convention Travel Guidelines” for further information regarding reimbursement or loss of salary.

In order to assist staff in the preparation of expense claims, wherever feasible, shift or compressed schedules will be required by **March 1, 2012** for those delegates whose work week is other than Monday to Friday or whose work day is longer than 8 hours. Attached Request for Information Re: Salary Form must be completed and returned by **March 1, 2012**.

## GENERAL

Arrangements have been made for the simultaneous translation of the proceedings at the plenary sessions of the Convention. Sign language interpretation and alternate formats will be provided based on needs identified on the Accommodation of a Disability Form.

Childcare arrangements will be provided based on needs identified on the On-Site Childcare Registration Form.

**Details of the Convention agenda and program, rules of procedures, copies of resolutions and any other items of interest, will be distributed to delegates in due course.**

In Solidarity,

John Gordon  
National President

Attachments:      Convention Travel Guidelines  
                         Registration Form  
                         Request for Information Re: Salary  
                         Accommodation of a Disability  
                         On-Site Childcare Registration  
                         Self-Identification Questionnaire