



SOLIDARITY IN MOTION

Building our union,
building our future

CONVENTION CALL



PSAC NATIONAL TRIENNIAL CONVENTION
TORONTO, ONTARIO | APRIL 29 to MAY 4, 2018

National Board of Directors
of the
Public Service Alliance of Canada

CONVENTION CALL

Attention: All Components, Directly Chartered Locals, Area
Councils and Equity Representatives of the PSAC

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

***Metro Toronto Convention Centre
North Building***

in Toronto, Ontario

beginning **Sunday, April 29th at 2:30 p.m.** and concluding
Friday, May 4, 2018 at 12:00 p.m.

Deadline for receiving Area Council resolutions: September 1, 2017

Deadline for receiving all other resolutions: October 30, 2017

Deadline for receiving delegate names: November 24, 2017

SOLIDARITY IN MOTION BUILDING OUR UNION, BUILDING OUR FUTURE

The 2015 federal election brought the Stephen Harper era to a close, and opened new opportunities for our union to improve the lives of our members, and those of all working people. For ten years, we were on the defensive, fighting back to hold on to what we had. Now, we can move to the offensive, and battle for better.

The Eighteenth PSAC National Triennial Convention will address what is ahead, where we want to go as a union, and how to get there. We will discuss how to become a powerful force for change through higher levels of membership participation in everything we do as a union. We will learn from each other and from keynote speakers about how best to make progress. We will leave the convention with a common commitment to build union strength on the ground in order to build a better future for all.

Please review the provisions found in Sections 9, 11, 14, 17, 19 and 24 of the PSAC Constitution regarding 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 Convention, Conferences and Project Officer for registration as a Convention delegate.

Sub-Section (3)

Delegate entitlement under Section 19 shall be determined in accordance with Section 4, Sub-Section (13) 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 Membership Programs 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 delegate who shall be accorded all rights and privileges of accredited delegates.

Sub-Section (7)

The Aboriginal Peoples, Racially Visible Persons, Pride, Access and Women 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 to the PSAC National Triennial Convention can be submitted by Component Conventions*, Directly Chartered Locals**, Area Councils***, Regional Conventions**** and PSAC National Conferences*****.

Resolutions submitted by Component Conventions and Regional Conventions must be certified by the Component President and the REVP respectively, and must have been debated and adopted at the Convention. Resolutions submitted by National Conferences must be certified by the responsible AEC Officer and must have been debated and adopted at the Conference. Resolutions submitted by Area Councils and Directly Chartered Locals must be certified by their respective President and must have been debated and adopted at a general meeting of their members.

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.

Resolutions from Components, Directly Chartered Locals, National Conferences and Regional Conventions to be considered by the Eighteenth National Triennial Convention must be received by the Convention, Conferences and Project Officer by e-mail at Felixg@psac-afpc.com and in printed copy to 233 Gilmour Street, Ottawa, Ontario K2P 0P1, no later than:

October 30, 2017

Resolutions from Area Councils must be received no later than September 1, 2017.

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, submitting bodies must ensure that resolutions meet the following mandatory requirements.

Submitted resolutions must:

- be in both official languages (this applies only to National Conferences, Component Conventions, Atlantic, Québec and NCR Regional Convention resolutions);
- be formatted in 14 point Arial font;
- be formatted in either the traditional or clear language format and include the title, originating body and language of origin;
- be limited to 150 words; and
- not include any special formatting such as boxes or drawings.

Examples of resolutions in the traditional and clear language formats may be found on the PSAC website at:

psacunion.ca/convention

CREDENTIALS

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 (13) 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 2016 to June 2017 will be used to determine preliminary delegate entitlement. In December 2017, final accounting of July, August and September 2017 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 Equity Representatives. A list of delegates with their corresponding delegate number and PSAC membership number must be submitted to the Membership Programs Branch, **attention Convention, Conferences and Project Officer**. The list or the cover memorandum 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 by:

November 24, 2017

REGISTRATION

The registration fee for each delegate and observer is \$300 and must be submitted no later than March 9, 2018.

There will be no refunds of registration fees after Friday, April 13, 2018.

Registration will take place at the Metro Toronto Convention Centre, North Building, 255 Front St W, Toronto, ON M5V 2W6, as indicated below:

Saturday, April 28, 2018:	4:00 p.m. to 8:00 p.m.
Sunday, April 29, 2018:	7:30 a.m. to 2:15 p.m.

All delegates attending the Convention must register by completing the online registration form. **The link will be provided to confirmed delegates once their names have been received by the Convention, Conferences and Project Officer.**

The deadline for registration is:

January 12, 2018

TRANSPORTATION / HOTEL ACCOMMODATIONS

Beginning January 29, 2018, delegates will be able to contact W.E. Travel to make their travel arrangements. Please refer to *PSAC 2018 National Triennial Convention Travel Guidelines*.

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 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.

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

NO SCENTS PLEASE!

In consideration for the health of our Sisters and Brothers who may suffer from environmental disabilities, and with the goal of eliminating a contaminant from the air, the PSAC requests that all participants attending the convention **refrain** from using scented products. These include scented perfumes, colognes, lotions, hairsprays, deodorants and other products promoted by the fragrance industry.

GREENING OUR CONVENTION

Climate change, global warming and the protection of our environment are union issues. We have both the opportunity and the responsibility to make a difference

Conventions, conferences and meetings all have an impact on our environment. We can help reduce this impact by putting in place some environmentally-friendly practices. Right from the pre-planning process, the PSAC has tried to create a more sustainable Convention to reduce our carbon footprint on the environment. From reducing the paper used and the materials we distribute to using high post-consumer paper, we are making a difference.

During the Convention, all participants can also help further the goal of greening our Convention by just doing a few things that make a difference such using the water bottles which have been provided as part of the Convention kit at water stations with clean public water which will be set up at various locations in the Convention hall, by recycling, by re-using materials and items and making use of shuttle services which have been scheduled as part of this Convention.

The Convention location also helps to further our greening goals as The Metro Toronto Convention Centre holds a strong commitment to being an environmentally conscious facility and has been recognized as an outstanding example of a 'green' facility.

We will invite participants during the week of Convention to share some of their greening initiatives not just for events but also in their communities and at home.

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 registration form.

On-site child care arrangements will be provided based on needs identified on the registration form.

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

In Solidarity,

A handwritten signature in cursive script that reads "Robyn Benson".

Robyn Benson
National President