



Powering Progress

CONVENTION CALL



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

2024 **PSAC** National Triennial Convention
SHAW CENTRE, OTTAWA, ONTARIO | May 26 to 31, 2024

National Board of Directors
of the
Public Service Alliance of Canada

CONVENTION CALL

Attention: Components, Directly Chartered Locals, Area
Councils, equity and young workers representatives
of the PSAC

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

Shaw Centre Ottawa

in Ottawa, Ontario

beginning **Sunday, May 26th at 2:30 p.m.** and concluding
Friday, May 31, 2024, 2024 at 12:00 p.m.

Deadline for receiving Area Council resolutions: September 29, 2023

Deadline for receiving all other resolutions: November 24, 2023

Deadline for receiving delegate names: November 24, 2023

Powering Progress

Since our last convention, PSAC launched a momentous strike with historic participation, and secured strong collective agreements as a result: agreements that raise the bar for all PSAC members and every worker in Canada.

We've seen the positive ripple effects as workers in both the public and private sector have capitalized on the momentum created by PSAC members.

Our 2024 national convention is our moment to mark these victories and build on our gains. A time for us to look ahead to how we continue to drive progress in our workplaces and our communities.

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.

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) (g) (h) and (j) 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 (13)

- (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 a general membership 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 in accordance with Section 16, Sub-Section (4); Area Councils in accordance with Section 14, Sub-Section (14)(b);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, Indigenous Peoples, Racially Visible Persons, Pride, Access, and Health and Safety Conferences and Young Workers Conference 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 an 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) based on the highest monthly membership count in the twelve-month period ending no later than six months prior to the commencement date of the National Triennial Convention.

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 their election, notify the PSAC of their intention to either:
 - i) participate in the caucus at Convention from the geographic area where they resided immediately prior to their 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 Indigenous Peoples, Racially Visible Persons, Pride, Access and Women equity groups and Young Workers 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 Regional Executive Vice-President 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 be 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 (14) (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, Indigenous Peoples, Racially Visible Persons, Pride, Access, and Health and Safety Conferences and Young Worker Conference and vote on recommendations adopted at the Conferences.

Resolutions from Components, Directly Chartered Locals, National Conferences and Regional Conventions to be considered by the 20th National Triennial Convention **must be received by the Convention, Conferences and Project Officer by email at Felixg@psac-afpc.com, no later than:**

November 24, 2023

Resolutions from Area Councils must be received no later than September 29, 2023.

Please forward all resolutions as soon as possible.

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

Submitting bodies must ensure that resolutions meet the following mandatory requirements.

Submitted resolutions must:

- **be limited to 150 words**; and
- be in both official languages (this only applies to resolutions submitted by National Conferences; Component Conventions (with the exception of NEU, YEU and UNW); and 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;
- 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

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 (13) based on the highest monthly membership count in the twelve-month period ending no later than six months prior to the commencement date of the National Triennial Convention.

Numbers covering the period of December 2022 to June 2023 will be used to determine preliminary Component and Directly Chartered Local delegate entitlement. In January 2024, final accounting of July, August, September, October, and November 2023 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 **attention of the Convention, Conferences and Project Officer by email at convention-congres@psac-afpc.com**. 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, 2023

DELEGATE REGISTRATION

There are no registration fees for delegates.

Delegates are entitled to the following:

- travel costs, including ground transportation;
- hotel accommodation and incidentals costs;
- loss of salary;
- per diem and meals (where applicable);
- family care as per the Family Care Policy; and
- costs related to accommodation of disabilities (based on pre-approval).

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

The deadline for delegate registration is:

January 26, 2024

OBSERVER REGISTRATION

Registration for observers will open on January 8, 2024. A link will be available on the PSAC convention webpage at that time along with additional information related to their participation.

PSAC members in good standing may also attend the Convention as observers. Please note that the number of observers is limited to the space available at the Convention. **Observers do not have the right to voice or vote during the resolutions debate and are not eligible to vote in elections.**

The registration fee for each observer is \$300 and must be submitted no later than April 1, 2024. There will be no refunds of registration fees after April 26, 2024.

Observers are responsible for all costs associated with their participation, including:

- travel costs, including ground transportation;
- hotel accommodation and incidentals costs;
- loss of salary;
- meals;
- family care requirements.

The deadline for observer registration is:

March 1, 2024

TRANSPORTATION / HOTEL ACCOMMODATIONS

Beginning February 5, 2024, 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.

Please refer to *2024 National Triennial Convention Travel Guidelines*.

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 the *2024 PSAC National Triennial Convention Travel Guidelines* for further instructions regarding reimbursement or loss of salary.

NO SCENTS PLEASE!

In consideration for the health of our members 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.

GENERAL

Arrangements will be made for the simultaneous translation of the proceedings at the plenary sessions of the Convention. Sign language interpretation, alternate formats and accommodation related to the accommodation of a disability will be provided based on disabilities identified on the registration form.

Information such as convention agenda, rules of order, copies of resolutions, committee reports, etc., will be made available to all participants via a Convention App in due course.

In Solidarity,

A handwritten signature in black ink, appearing to read 'Chris Aylward', followed by a long horizontal flourish.

Chris Aylward
National President

Attach.: 2024 PSAC National Triennial Convention Travel Guidelines