



# CONVENTION CALL

## Public Service Alliance of Canada

**Attention: All Components, Directly Chartered Locals, Area Councils and Equal Opportunities Committee Representatives of the PSAC.**

The Fourteenth National Convention of the Public Service Alliance of Canada will be held at the

**Westin Harbour Castle**

in Toronto, Ontario

beginning at 9:00 a.m., **Monday, May 1<sup>st</sup>, 2006** and  
concluding **Friday, May 5<sup>th</sup>, 2006.**

**A pre-convention meeting will be held Sunday, April 30<sup>th</sup>, 2006  
(3:00 p.m. to 5:00 p.m.)**

# CONSTITUTION

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 Convention and representation at National Conventions. Pertinent Sub-Sections of the referenced Sections read as follows:

## **SECTION 9 (Election of Component delegates and alternates)**

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

## **SECTION 11 (Election of Directly Chartered Local delegates and alternates)**

**Sub-Section (4) (a)** A Directly Chartered Local 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 regular Triennial National Convention of the PSAC, delegates and alternates to the forthcoming National Convention of the PSAC. Only dues-paying members, or life members who are otherwise eligible, shall be eligible for election as delegates.

## **SECTION 14 (Election of Area Council delegates)**

**Sub-Section (12)(i)** 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.

**(12)(ii)** 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 Triennial Conventions of the PSAC, a delegate to the forthcoming PSAC Convention.

## **SECTION 17 (Responsibilities of the National Convention)**

**Sub-Section (6)** - The Triennial National Convention shall:

- a) adopt rules of procedure governing the processing of all matters before the National Convention;
- b) deal with all resolutions and matters submitted to it by: the National Board of Directors; Components, in accordance with Section 9, Sub-Section (13); Regional Convention /Councils in accordance with Section 16, Sub-Section (4); and, Directly Chartered Locals 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 from the PSAC as outlined in Sections 18 and 23 of this Constitution;
- f) ratify all appointments to Committees of the National Convention made by the National Board of Directors or the Alliance Executive Committee;
- 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 Component Convention or by subsidiary bodies of a Component;
- h) review all reports submitted to it by officers and subordinate bodies;

- i) review the report of the Triennial National: Women's; Unity; Pride; Access; and Health and Safety Conferences and vote on recommendations adopted at the Conference;
- 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 Conventions)**

**Sub-Section (1)** For purposes of representation at any National Convention of the PSAC, each Component shall be entitled to elect delegates on the following basis:

- One delegate for the first 400 members;
- One additional delegate for each additional 400 members or major fraction thereof.

**Sub-Section (2) (a)** For the purposes of representation at any National Convention of the PSAC, a Directly Chartered Local 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.

**(2)(b-i)** For the purposes of representation at any National Convention of the PSAC, Directly Chartered Locals of a region under the jurisdiction of a Regional Executive Vice-President 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 Directly Chartered Locals of a region as defined above; and

- One additional delegate for each additional 400 members or major fraction thereof.

**(2)(b-ii)** Procedures governing the election of delegates under Sub-Section (2) (b) (i) will be developed by the Alliance Executive Committee.

**Sub-Section 7 (a)** Each PSAC equity group represented on the PSAC Equal Opportunities Committee shall be entitled to send two (2) delegates to any National Convention of the PSAC who shall be accorded all rights and privileges of accredited delegates.

**The Alliance Executive Committee has developed the following procedures:**

- a) At the time that the call to a National Convention is made, the PSAC Director of the Finance and Administration Branch shall furnish to each Regional Executive Vice-President, a list of all Directly Chartered Locals within his/her 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 name(s) of the individual(s) selected will be forwarded to the PSAC Director of the Finance and 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 (15) for the month during which a call to National Convention is issued.

**Sub-Section (4)** All accredited delegates as elected by Components and Directly Chartered Locals shall have full voice and voting rights.

**Sub-Section(5)(a)** Each member of the National Board of Directors or their alternate shall be entitled to attend a National Convention of the PSAC and shall be accorded all the rights and privileges of accredited delegates.

**(5)(b)** Each member of the National Board of Directors shall within thirty (30) days of their election, notify the PSAC Director of the Finance and Administration Branch of their 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
- ii. participate in the National Capital Region Caucus.

**Sub-Section (6)** Each Area Council shall be entitled to elect and send to any National Convention of the PSAC one delegate who shall be accorded all rights and privileges of accredited delegates.

## **SECTION 24 (Remuneration of delegates)**

### **Sub-Section (22)**

Remuneration of delegates, including members of the National Board of Directors, to any National 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 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 Convention of the PSAC.

## **RESOLUTIONS**

Resolutions other than from Directly Chartered Locals\*\*, Area Councils\*\*\*, Regional Conventions\*\*\*\* and PSAC National Conferences\*\*\*\*\* must be submitted by the Component Conventions\* and be certified by the Component President (or Designate). Resolutions to be considered by the Fourteenth National Convention must be received by the PSAC Director of the Finance and Administration Branch, no later than;

**November 1, 2005.**

**Components are, however, urged to forward their resolutions at the earliest possible date.**

Late resolutions can only be considered if accepted by the National Convention and if time permits. Resolutions will be classified as to subject matter and prepared in book form for distribution prior to the Convention.

To provide a uniform format which will facilitate the production of the National Convention Resolutions' Agenda in both official languages, a Convention Resolution format has been devised and is to be used for that purpose. **The obligatory format was sent on April 26, 2005 to all relevant parties. Additional copies can be obtained from the office of the PSAC Director of the Finance and Administration Branch, or on the PSAC website at:**

**<http://www.pfac-afpc.com/Convention2006>**

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

## **CREDENTIALS**

Credential forms, in duplicate, are enclosed. Additional forms will be supplied by the PSAC Director of the Finance and Administration Branch, if required.

All completed credential forms, original and duplicate, must be signed by the President and another officer of the Component or the President and Secretary of the Directly Chartered Local or the President and Secretary of the Area Council concerned.

The original credential is to be presented by the delegate to the Convention Credentials Committee; the duplicate credential is to be forwarded to the PSAC Director of the Finance and Administration Branch, to be received no later than November 25, 2005.

## **DELEGATES**

Membership figures as of **September 30, 2005**, as provided by the PSAC Director of the Finance and Administration Branch, will be used to determine the number of delegates each Component and Directly Chartered Local is entitled to send to Convention.

## **REGISTRATION AT THE CONVENTION**

Registration will take place in the Westin Harbour Castle, Toronto as indicated below:

**Saturday, April 29, 2006 – from 10 a.m. to 5 p.m.**

**Sunday, April 30, 2006 - from 10 a.m. to 5 p.m.**

**Monday, May 1, 2006 - from 7:30 a.m. to 8:45 a.m.**

All participants are to report for registration at the posts so identified (*delegates are to report for registration at the registration post bearing the block number which coincides with the number on their delegate certificate*).

In order to expedite the registration of delegates, observers and guests, provision is being made for registration in advance. Instructions on the advance registration procedure will be provided to addressees in due course.

**A registration fee of \$150 will be charged to each delegate and observer and \$120 for spouses or other guests of delegates not requiring a kit. The registration fee includes the cost of the hospitality package, Sunday reception, tour subsidies and banquet. Tickets for Thursday's Gala Night will be sold at cost. (to be determined).**

# **TRANSPORTATION/HOTEL ACCOMODATIONS**

All delegates attending the Convention must complete and return no later than **Friday, January 13, 2006** to the office of the PSAC Director of the Finance and Administration Branch, the enclosed Request for Transportation and Hotel Accommodation form. As per the enclosed Travel Guidelines, starting January 23<sup>rd</sup>, 2006 delegate will be able to contact W.E. Travel to make their air and train reservation (the Request for transportation and Hotel Accommodation form must be received prior to booking travel).

A block of hotel rooms has been reserved for our Convention requirements. All room reservations must be made through the office of the PSAC Director of the Finance and Administration Branch. In order to reserve accommodation, it is necessary that delegates complete the referenced form giving details of their accommodation requirement. If accompanied, delegates should so indicate on the request form.

# **REIMBURSEMENT FOR LOSS OF SALARY**

**REMINDER:** Prior to making their 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 all working days lost during the Convention. There will be no compensation for days of rest, travel time or overtime. When a delegate has been authorized to travel during normal working hours, reimbursement will be made based on the fastest means of travel available to the delegate.

In order to assist the staff to prepare expense claims, wherever feasible, shift or compressed schedules will be required in **January 2006** for those delegates whose work week is other than Monday to Friday or whose work day is longer than 8 hours. You will receive a request from the PSAC Director of the Finance and Administration Branch for this information in **January, 2006**.

# 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 Special Needs Request Form. Childcare arrangements will be provided based on needs identified on the Childcare Registration form. Details of the Convention agenda and program, rules of procedure, copies of resolutions and any other item of interest, will be distributed to delegates in due course.

In solidarity,

Nycole Turmel  
National President

attachments:           Credential Forms in duplicate  
                              Travel and Hotel Request Forms  
                              Special Needs Form  
                              Childcare Registration Form  
                              Convention Travel Guidelines

cc:                    National Board of Directors (no attachments)