

SCHEDULE “A”

PUBLIC SERVICE ALLIANCE OF CANADA

REGULATIONS

NATIONAL BOARD OF DIRECTORS

**(All Regulations are pursuant to the authority
and power vested under the Constitution of
the PSAC on behalf of the NBoD)**

**By a clear majority, NBoD can enact a Regulation; by 2/3, it
can amend and rescind a Regulation**

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REGULATION 1

Public Service Alliance of Canada

Enacted this 15th day of December 1967
(As amended January 29, 1971)
(As amended September 27, 1973)
(As amended February 4, 2009)

REGULATION GOVERNING ALLOCATION OF MEMBERS TO NEW COMPONENTS

1. This Regulation may be cited as the allocation of members to new Components Regulation, pursuant to Section 8 of the Constitution of the Public Service Alliance of Canada.
2. This Regulation shall set standards and procedures for allocating members to new Components.

ADMINISTRATION

3. The Alliance Executive Committee shall be responsible for the appointment of an administrator*, who shall be assigned the task of forming new Components.
4. The administrator shall report at regular intervals to the Alliance Executive Committee with copies of all communications and data which relate to the formation of new Components.

PROOF OF MEMBERSHIP

5. Before any action is taken to form a new Component, the Alliance Executive Committee shall be satisfied that the Component to be formed consists of no less than twenty-five hundred (2500) members or otherwise qualifies under Section 8, Sub-Section (5) of the Constitution.

FORM OF ORGANIZATION

6. Upon receipt of satisfactory evidence that the provisions of Section 5 above have been met, the Alliance Executive Committee may authorize the administrator to proceed with the formation of the new Component.
7. The administrator shall thereupon notify the members concerned of the decision and inform them that the following procedures will take place:

* administrator (or administrators)

- (a) an advisory committee will be formed, the members of which shall be representative of the major divisions of the new Component. Members of the National Executive of any Component who will be transferred to the new Component shall be consulted.
 - (b) the administrator and the advisory committee will draft an organizational structure, by-laws and a proposed budget for the new Component; and
 - (c) the draft documents mentioned in (b) above, shall be submitted for the approval of the Alliance Executive Committee and when approved, shall be submitted to the membership. The adoption of By-Laws by the membership shall constitute the establishment of the new Component.
8. The proposed budget of the new Component shall be subject to discussion and amendment at the founding convention.

TRANSFER OF MEMBERS AND DUES

9. Following approval by the membership of their by-laws, all eligible members shall be transferred to the new Component.
10. The administrator shall supervise the affairs of the new Component until such time, within a period of not more than six (6) months from the date of the adoption of by-laws, the new Component has provided evidence that all obligations of any dissolved Component or Components have been discharged and that all expenses of the founding convention have been paid.
11. The dues of all eligible members, following deduction of the PSAC Centre portion, shall be placed in a special account and be administered by a designated administrator. The primary purpose of the special account shall be to meet all expenses of the new Component including those of its founding convention.
12. Following the new Component's founding convention, the administrator shall submit to the Alliance Executive Committee a statement of any special account established as provided in Section 11 hereof, or, where applicable, the evidence provided by the new Component as required by Section 10 hereof.
13. Upon satisfying itself that the account is in good order, the Alliance Executive Committee shall authorize a transfer of the account to the new Component, and recommend to the NBoD the issuance of a charter.

JURISDICTIONAL DISPUTES

14. If during the course of forming a new Component a jurisdictional dispute arises, the matter shall be submitted to the Alliance Executive Committee for settlement pursuant to Section 27 of the Constitution.

REGULATION 2

Public Service Alliance of Canada

Enacted this 1st day of February 1968
(As amended May 26, 1971)
(As amended September 25, 1986)
(As amended May 29, 1991)
(As amended February 4, 2009)

REGULATION GOVERNING ASSOCIATE MEMBERSHIPS

1. In this Regulation, the word PSAC means the Public Service Alliance of Canada Centre, Components and DCLs.
2. During any period or periods in which a member, except full-time paid elected officers of the PSAC, is a person:
 - (a) on extended leave of absence;
 - (b) on lay-off; or
 - (c) retiredfrom an employer with employees represented by the PSAC, such member may be granted Associate Membership in the PSAC.
3. Notwithstanding Sections 2 and 3 of this Regulation, in accordance with Section 4, Sub-Section (10) of the PSAC Constitution, an employee who is excluded on a confidential basis only may be granted Associate Membership in the PSAC providing the applicable membership dues are paid in advance on a quarterly basis.
4. Any person who is not a member of the PSAC, and who is an employee of the PSAC, may be granted Associate Membership in the PSAC.
5. Associate Members within the meaning of Sections 3, 4 and 5 of this Regulation:
 - (a) shall have no right to attend meetings of the PSAC except meetings which are specifically called to consider matters relating exclusively to rights and privileges of Associate Membership;
 - (b) shall have no right to vote;

- (c) shall not be eligible for elective office in the PSAC;
- (d) shall not be eligible for delegate status to any PSAC Convention or Conference; and
- (e) shall not be eligible for priority staffing within the PSAC.

but shall be entitled to all other rights and privileges of membership in the PSAC.

6. Associate Membership, in accordance with Sections 3, 4 and 5 of this Regulation, may only be granted upon receipt by the PSAC Centre of an application for Associate Membership.
7. Associate Members may be issued with a membership card as evidence of their membership in the PSAC. This card shall contain a clear indication of the fact that the person is an Associate Member.

REGULATION 3

Public Service Alliance of Canada

Enacted this 1st day of April 1969
(As amended May 24, 2000)
(As amended February 1, 2005)
(As amended February 4, 2009)

LIFE MEMBERSHIPS

Section 4, Sub-Section (7) of the PSAC Constitution reads in part as follows:

“The awarding of Life Memberships shall be controlled and decided upon by the National Board of Directors which shall establish regulations to govern the award thereof.”

The NBoD hereby enact Regulation 3 which governs the award of Life Memberships in the Public Service Alliance of Canada from this date forward.

1. Nominations for Life Membership in the Public Service Alliance of Canada may be made by the National Executive of a Component or the Executive of a DCL in respect to any member or executive officer of a Component or DCL who has performed exemplary service for the membership of the Public Service Alliance of Canada.
2. Nominations for Life Membership in the Public Service Alliance of Canada may be made by the National Board of Directors in respect to any member or ex-member of the NBoD who has performed exemplary service for the members of the Public Service Alliance of Canada.
3. All nominations for Life Membership shall be considered by the National Board of Directors and if approved by two-thirds (2/3) of the membership of the Board, Life Membership shall be granted to the nominee.
4. A Life Member of the PSAC, who is eligible for regular membership in the PSAC, shall be entitled to all the rights and privileges of membership in the various parts of the PSAC.
5. A member who has been granted Life Membership in the PSAC shall have his/her Life Membership placed in suspension for the duration of his/her employment while he or she is employed in a confidential or managerial capacity or in any position where he or she is barred from participation in the union by reason of the terms and conditions of his or her employment.

6. Life Membership in the various segments of the PSAC, such as Area Councils, Locals, Components or Regional Councils shall not be recognized as Life Memberships in the Public Service Alliance of Canada unless they have been approved by the NBoD.
7. Life Memberships in the PSAC shall not normally exceed fifty (50) at any one time except under the provisions of Section 4, Sub-Section (8) of the PSAC Constitution.
8. A list of Life Memberships shall be established and maintained by the PSAC Centre.
9. A Life Member of the Public Service Alliance of Canada shall not be required to pay dues.

THIS REGULATION WILL BE REVISED PRIOR TO THE 2012 PSAC CONVENTION.

REGULATION 4

PSAC

Enacted this 24th day of January 1970
(As amended May 31, 1975)
(As amended June 1, 1983)
(As amended January 29, 1987)

TRANSFER OF LEAVE CREDITS REGULATION

1. This Regulation shall be known as the “Transfer of Leave Credits Regulation.”
2. In this Regulation, the term “employee” means all full-time employees of the PSAC Centre, and all full-time employees of the Components of the PSAC.
3. In this Regulation “leave” means:
 - (a) special leave;
 - (b) sick leave;
 - (c) furlough leave; and
 - (d) severance pay entitlement.

Special leave, sick leave and severance pay entitlement has the same meaning as in the collective agreements between the staff unions and the PSAC. Furlough leave shall have the same meaning as in the collective agreement with Treasury Board for a similar group or in the absence of a collective agreement as contained in Treasury Board regulations or directives.

4. When an employee terminates employment in a Component and, within one week, commences employment with the PSAC Centre, all unused leave credits that stand to the employee’s credit in the records of the Component, will be transferred to the PSAC Centre provided these are substantiated to the satisfaction of the PSAC Centre.
5. These unused leave credits shall be placed to the employee’s credit in the records of the PSAC Centre, as though they had been earned while in the employment of the PSAC Centre and shall be so regarded for all purposes.

6. Severance pay, to which the employee is entitled, shall be calculated by the Component as though the applicable collective agreement between the PSAC Centre and the appropriate staff union applied. A cheque shall be issued to the PSAC Centre in the amount required to satisfy the provisions of that collective agreement. Where the employee concerned subsequently terminates employment with the PSAC Centre, he/she is not entitled to severance pay and does not recommence employment with another Component, the amount of severance pay entitlement shall be returned, without interest, to the originating Component(s).
7. The provisions of this Regulation shall apply, mutatis mutandis, when an employee terminates employment in the PSAC Centre and, within one week, commences employment in a Component of the PSAC.

REGULATION 5

REGULATION REQUIRING NOTICE OF MOTION IN FINANCIAL MATTERS TO BE IMPLEMENTED BY THE NATIONAL BOARD OF DIRECTORS

RESCINDED – February 4, 2009

NEW REGULATION 5

Enacted this 30th day of April 2009

REGULATION DEFINING THE RIGHTS AND RESPONSIBILITIES OF NON DUES-PAYING MEMBERS UNDER SECTION 4, SUB-SECTION (2)(e) AND (f) OF THE PSAC CONSTITUTION

A. *Responsibilities:*

In order to remain a member in good standing a member as defined in Section 4, Sub-Sections (2) (e) and (f) must advise the PSAC National President, in writing, of their desire to remain a member in good standing, and in the case of a member defined in Sub-Section (2) (f) advise the PSAC National President of his/her expected return-to-work date.

B. *Rights:*

A member as defined in Section 4, Sub-Section (2) (f) has all rights and privileges of membership in the PSAC except that unless authorized to do so by motion adopted by the AEC, he/she shall not be eligible for elected office within the PSAC, and cannot be delegated to attend any PSAC Convention or Conference.

C. *Limitation:*

A member who is permitted to remain a member in good standing under Section 4, Sub-Section (2) (f) will cease to be a member in good standing 30 months after commencing his or her leave without pay, unless the membership in good standing status is extended by motion adopted by the AEC.

REGULATION 6

PSAC

Enacted this 28th day of September 1970

(As amended January 27, 1972)

(As amended January 30, 1975)

(As amended February 3, 1979)

(As amended June 1, 1982)

(As amended September 25, 1985)

(As amended January 26, 1989)

(As amended October 6, 1989)

(As amended October 15, 1991)

(As amended January 28, 1992)

(As amended September 29, 1992)

(As amended September 27, 1994)

(As amended September 23, 1997)

(As amended October 1998)

(As amended January 25, 2001)

(As amended June 1, 2001)

(As amended January 24, 2002)

(As amended May 2003)

(As amended January 2006)

(As amended June 2006)

(As amended February 4, 2009)

(As amended April 30, 2009)

STRIKE FUND

1. Schedule of Benefits for Strike

- (a) The qualifying period for benefits takes effect the first day of the strike. Using attendance lists provided by the Locals and Branches, strike pay will be paid retroactively for the full period to each member participating in the strike: \$100 for each day to a maximum of \$500 per calendar week for members who work in the three northern territories; \$75 for each day to a maximum of \$375 per calendar week for members who work elsewhere in Canada for the authorized duration of the strike in accordance with the PSAC Strike Procedure.
- (b) Notwithstanding paragraph (a) above, for a member who normally works less than twenty (20) hours per week, who participates in the strike: \$70 for each day to a maximum of \$350 per calendar week for members who work in the three northern territories; \$53 for each day to a maximum of \$265 per calendar week for members who work elsewhere in Canada for the authorized duration of the strike in accordance with the PSAC Strike Procedure.

- (c) Notwithstanding the provisions of paragraphs (a) and (b) above, the AEC may authorize payment of strike benefits of \$100 per day to a maximum of \$700 per calendar week for members who work in the three northern territories and \$75 per day to a maximum of \$525 per calendar week for members who work elsewhere in Canada; or in the case of paragraph (b) above, \$70 per day to a maximum of \$490 per calendar week for members who work in the three northern territories, and \$53 per day to a maximum of \$371 per calendar week for members who work elsewhere in Canada in a situation where members are requested to and scheduled to picket seven (7) days per week.
- (d) Notwithstanding the provision of paragraph (a) above, the AEC may make recommendations to the Strike Fund Committee to provide for payment of benefits to members who participate in any activities, as may be decided from time to time by the AEC or the NBoD. The amount of such benefits would be as determined by the AEC in each instance after having considered existing circumstances and the nature of such activities. Such activities must have the prior approval of the AEC or of the NBoD and be authorized by the National President. With the exception of strategic strike pay, this paragraph cannot be used to increase strike pay as provided in Section 1 (a), (b) and (c) above.
- (e) Notwithstanding paragraph 1 (a), (b) and (c), the AEC may approve strategic strike action at 60% of a member's gross pay for a period of two (2) weeks beginning on the commencement of a strike, providing that the National Strike Coordinating Committee can demonstrate that strategic strike action can effectively undermine an employer's operation, and providing that no more than 10% of the members of the bargaining unit receive strategic strike pay. Strike pay paid during a strategic strike will be paid from the first day of strike action. Any extension of a strategic strike action or increase above the 10% of the members who receive strategic strike pay must have the prior approval of the AEC or the NBoD and must be authorized by the National President.
- (f) Notwithstanding paragraph (e) above, for smaller separate employer Locals, the AEC may approve strategic strike action at 60% of a member's gross pay for a period of two (2) weeks beginning on the commencement of a strike, providing that the Strategy Coordinating Committee can demonstrate that strategic strike action can effectively undermine an employer's operations, and providing that no more than 25% of the members of the bargaining unit receive strategic strike pay. Strike pay paid during a strategic strike will be paid from the first day of strike action. Any extension of a strategic strike action or increase above the 25% of the members who receive strategic strike pay must have the prior approval of the AEC or the NBoD and must be authorized by the National President.
- (g) Benefit premiums, as determined by the AEC on a case by case basis, required to ensure continued insurance coverage will be paid to the employer by the PSAC during a strike by PSAC members.

2. Definitions

- (a) For the purpose of this Fund, and subject to all its provisions, a member is also a member in a bargaining unit generally known as a Rand Deductee who signs an application for PSAC membership.
- (b) Only members on the active payroll of the Employer with whom the bargaining agent is in dispute shall be eligible for benefits.
- (c) Notwithstanding the above, any staff member who contributes his/her pay to the PSAC Strike Fund, or any PSAC member outside the striking bargaining unit(s) who takes leave without pay to actively work in support of the strike, shall be entitled to receive strike pay. This amendment is effective September 9, 1991.

3. Benefit Limitation

The Strike Fund shall be administered by the PSAC Centre.

(a) Strike Fund (Administrative)

Subject to the recommendation of the Strike Fund Committee and the approval of the NBoD, the Strike Fund may be used for purposes including but not limited to, the costs of national strike headquarters, additions to a national communications network, expenses related to national headquarters meetings of strike committees, distribution from the PSAC Centre of publicity material and other publications related to the strike, legal fees, consultant fees, charges for third party hearings, authorized strike or lock-out activities that would not normally be provided in the regular budget. Charges against this account to cover the cost of third party shall be limited to costs incurred in excess of the costs of normal collective bargaining as determined by the Strike Fund Committee.

(b) Strike Fund (Strike Benefits)

While funds are available in the Strike Fund account, strike benefits will be paid as a matter of right to all eligible participants in a legal and authorized strike as outlined in this Regulation.

- (c) The salaries of full-time staff or officers of the PSAC shall not be charged at any time to the Strike Fund account.

4. Eligibility for Benefits

- (a) Members who are involved in a legal and authorized strike action are eligible for benefits.

- (b) Those members or their representatives who incur expenses beyond the normal costs of collective bargaining in conjunction with authorized third party actions shall be eligible for reimbursement from this Fund.
- (c) To maintain eligibility for benefits in the case of strikes, other than as approved by the AEC, members are required to carry out duties for a minimum of four (4) hours each day as assigned by duly-recognized officers. In some strike situations, it may be necessary for members to carry out duties for their normal work day. Failing to do so will result in the loss of benefits for each day absent without cause.

5. Non-Eligibility in the Event of Strike

Members will not be eligible for benefits under the following circumstances:

- (a) Members unemployed or on lay-off at the beginning of the strike.
- (b) Members on paid vacation, sick leave, injury on duty leave, compensation benefits or other paid leave.

6. Administration

- (a) The Strike Fund shall be administered by the Strike Fund Committee which shall be composed of the National President of the PSAC, one REVP of the PSAC, plus three (3) other members to be elected by the NBoD.
- (b) The Strike Fund shall be a completely separate account of the PSAC.
- (c) All monies in the Fund are to be invested in accordance with the laws of Ontario for Trustees.
- (d) Prior to each regular meeting of the NBoD, the Director of the Finance Branch shall provide the Strike Fund Committee with a report as to the current state of the Fund, investments made, and disbursements, since the previous report.
- (e) All disbursements for administrative purposes from the Fund must be approved by a majority of the members of the Committee, whereupon the Chairperson of the Committee shall be empowered to issue the necessary direction to the Director of the Finance Branch of the PSAC to make payment from the Strike Fund to the General Fund as outlined by the Committee.
- (f) The Chairperson of the Strike Fund Committee shall be the National President of the PSAC, and he/she shall have the authority to call meetings as deemed necessary, or upon the request of a majority of the members of the Committee.

- (g) The Chairperson of the Committee shall report on the operations of the Fund at each regular session of the NBoD of the PSAC.

7. Method of payment

- (a) After a strike has been ordered by the bargaining agent the Director of the Finance Branch will arrange for the transfer of funds from the Strike Fund to special accounts established for the purpose of strike payments only.

Withdrawal from these special accounts will require two (2) signatures as approved by the AEC. Each striking member must perform assigned duties to qualify for benefits, and must signify receipt of benefits in the manner prescribed by the Strike Fund Committee.

- (b) At the conclusion of the strike, the Regional Strike Coordinator will submit a detailed report through the National Strike Coordinator to the Director of the Finance Branch as to the disbursement of funds made by the Strike Coordinator, supported by evidence that the persons indicated on the nominal roll each week were entitled to and received the monies allocated to them by the Strike Coordinator in accordance with the prescribed procedure.

8. Other Benefits

Other unusual collective bargaining expenses referred to the Committee by the AEC may be paid on the recommendation of the Committee and the approval of the NBoD.

REGULATION 6A

REGULATION GOVERNING THE OPERATION OF STRIKE FUNDS

RESCINDED – February 4, 2009

REGULATION 6B

Public Service Alliance of Canada

Enacted this 27th day of September 1994
(Amended September 26, 2002)
(Amended January 20, 2003)
(As amended May 2003)
(As amended February 4, 2009)

REGULATION GOVERNING THE OPERATION OF REGIONAL HARDSHIP FUNDS

A. PURPOSE

The purpose of the Regional Hardship Fund is to provide assistance of an emergency nature, including but not restricted to urgent matters of food and shelter, to members who are incurring/have incurred financial hardship due to being on strike or honouring a picket line and thereby being prevented from reporting to work. It is not intended to be a source of supplementary strike pay.

B. GENERAL PROCEDURES

1. Each REVP will establish a Regional Hardship Committee of no less than three members which shall be responsible for convening meetings as necessary to assess requests for emergency assistance required because of a strike, and make recommendations for funding to the REVP.
2. Emergency assistance from other sources must be reported to the Regional Hardship Committee by applicants, and will be taken into account in formulating its recommendations.
3. Regional Hardship Funds will be managed as a separate account by the REVP.
4. Regional Hardship Committees will maintain up-to-date administrative records, available to the REVP and PSAC staff designated by the Alliance Executive Committee. The confidentiality of individual applicants for emergency assistance shall in all cases be respected.

C. FINANCIAL PROCEDURES

1. Money provided by members under Section 24, Sub-Section (7) of the PSAC Constitution is to be remitted to the PSAC Centre.
2. The PSAC Centre will maintain a record of the amounts received, by region, and will remit these amounts to the regions. The expenditure of funds maintained in the regions must be consistent with the requirements outlined in Section B (General Procedures).
3. Financial statements or a detailed report outlining the monies received and disbursed must be provided to the PSAC National President by the REVP within 90 days of the end of each calendar year.

D. APPEAL PROCEDURES

1. A member dissatisfied with a decision of a Regional Hardship Committee can appeal the decision to the REVP in writing. The appeal must contain all relevant information that was provided to the Regional Hardship Committee.
2. A committee of three AEC Officers who were not involved in the decision will review the documentation submitted by the member and the reasons for decision provided by the Regional Hardship Committee and determine whether the decision was appropriate in the circumstances. The Committee will not normally interview the appellant or representatives of the decision-making body (Regional Hardship Committee) but has the ability to do so when clarification is required.
3. The Appeal Committee will report its conclusions to the PSAC National President, who will in turn advise the member of the outcome of the Appeal.

REGULATION 7

Public Service Alliance of Canada

Enacted this 27th day of January 1971
(As amended September 28, 1973)
(As amended September 4, 1975)
(As amended January 23, 1978)
(As amended January 29, 1981)
(As amended June 2 and 4, 1982)
(As amended September 29, 1983)
(As amended May 22, 1985)
(As amended September 23, 1985)
(As amended January 30, 1986)
(As amended September 30, 1988)
(As amended September 25, 1996)
(As amended January 27, 1999)
(As amended April 30, 2009)

REGULATION GOVERNING EXPENSES FOR MEMBERS OF THE NATIONAL BOARD OF DIRECTORS

1. This Regulation may be cited as the "Expenses for Members of the National Board of Directors", pursuant to Section 24 of the Constitution.
2. When a member of the National Board of Directors is authorized to proceed on PSAC business on a day of rest or statutory holiday, he/she shall be entitled to be reimbursed expenses as per the PSAC Travel Policy and, in addition, shall be remunerated at the rate specified in the applicable collective agreement to a maximum amount of one day's regular pay of the Board member concerned.

REGULATION 8

**REGULATION REQUIRING 2/3 MAJORITY VOTE FOR THE AMENDMENT OR
RESCINDING OF REGULATIONS ENACTED BY THE BOARD**

RESCINDED – February 4, 2009

REGULATION 9

RATIFICATION VOTES

RESCINDED AS IT IS COVERED IN REGULATION 15

REGULATION 9A

**CONTRACT RATIFICATION FOR LOCALS GOVERNED BY THE CANADA LABOUR
CODE, THE COUNCIL OF MARITIME PREMIERS LABOUR CODE AND THE NOVA
SCOTIA TRADE UNION ACT**

RESCINDED AS IT IS COVERED IN REGULATION 15

REGULATION 10

DISPUTE SETTLEMENT VOTE

RESCINDED AS IT IS COVERED IN REGULATION 15

REGULATION 11

REGULATION GOVERNING REMOVAL EXPENSE FOR NEW EMPLOYEES

RESCINDED – February 4, 2009

REGULATION 12

Public Service Alliance of Canada

Enacted this 26th day of September 1974
(As amended May 22, 1976)
(As amended May 26, 1981)
(As amended October 2010)

REGULATION ESTABLISHING RULES OF ORDER FOR PSAC MEETINGS

1. The President, or in the absence of the President or on the delegation of the President, a Vice-President shall take the Chair at the time specified and shall preside at all sessions.
2. Hours of sittings of meetings of the Public Service Alliance of Canada shall be determined by the appropriate by-laws or constitution. In the absence of such rule, hours of sittings shall be determined by the meeting itself on recommendation of the Chair.
3. Members wishing to speak shall raise their hand or proceed to one of the microphones provided for that purpose. When recognized by the Chair, they shall give their name and the body represented, state the purpose for which they rise, and confine remarks to the question at issue.
4. Speeches shall be limited to three (3) minutes.
5. A member shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A member shall not interrupt another, except on a point of order or a question of privilege.
7. At the request of the Chair, a member called to order shall take a seat until the point of order has been decided.
8. Should a member persist in unparliamentary conduct, the Chair shall name the member and submit the conduct to the judgment of the meeting. In such case, the member whose conduct is in question should explain and then withdraw, and the meeting will determine what course to pursue in the matter.
9. (a) When the "previous question" is moved and seconded, no further discussion is permitted on a main motion or amendment to the main motion. The Chair must

immediately ask “*shall the question be now put?*”, and if a two-thirds majority vote “*that the question be now put*”, the motion or amendment shall be put to a vote without debate. If the motion to put the question is not adopted by a two-thirds majority vote, discussion will continue on the motion or amendment.

- (b) If the previous question has not been adopted, it cannot be put a second time unless at least three (3) members wishing to speak have had the opportunity to do so.
 - (c) The previous question cannot be proposed by a person who has spoken on the motion or the amendment.
- 10.(a) Any motion or amendment to a motion may be amended, provided the amendment is relevant to the question and does not have the effect of simply negating the question. If a second amendment has been moved and seconded, the Chair will not entertain any further amendments until the second amendment has been decided.
- (b) Amendments are always voted on in reverse order to their introduction. That is, the second amendment must be decided before the first amendment, and the first amendment must be voted on before the main motion. Whether or not the amendments have been adopted, the main motion must always be voted on.
11. Any member may challenge a decision of the Chair and the challenge shall require a seconder. Immediately and without debate, except that the appellant and the Chair may give their reasons for the challenge and the decision respectively, the Chair shall put the question: “Shall the decision of the Chair be sustained?” The Chair shall not have to accept a challenge if it is on a point of fact or law.
12. In the event of a tie vote on any matter other than the election of officers, the Chair may cast a deciding vote. The Chair shall not take part in a debate unless he/she leaves the Chair. Having left the Chair, he/she shall not return to it until the matter in question has been decided.
13. (a) Committees may combine resolutions or prepare a composite resolution or policy paper to cover the question at issue.
- (b) Recommendations from committees are not subject to amendment by the meeting but a motion to refer back to committees for review with instructions, consideration and direction shall be in order.
 - (c) Committees can only meet during a plenary session of the meeting with the approval of a majority of members.

- (d) In cases where committees make recommendations on resolutions, members vote on the committee's recommendation of Concurrence or Non-Concurrence and not on the original resolutions. On presenting the committee's recommendation to the meeting, the Chair of the Committee shall present a motion in the following form: "I move, seconded by (name of Vice-chairperson of the Committee) concurrence (or non-concurrence) in Resolution No...".
14. A motion to refer must be seconded and is not debatable except the mover may give reasons. A motion to refer must include instructions to the committee or officer to which the motion is referred.
 15. The report of a committee, when adopted, becomes the decision of the meeting which adopted it.
 16. The following motions shall be in order at any time and in the order stated:
 - (a) To adjourn (not debatable);
 - (b) To recess (not debatable);
 - (c) Question of privilege (the Chair must rule immediately before going on to further business);
 - (d) Point of order (the Chair must rule immediately before going on to further business);
 - (e) To table (not debatable, except the mover may give reasons);
 - (f) To put the previous question (not debatable);
 - (g) To postpone to a future time (not debatable, except the mover may give reasons).

Motions to adjourn, recess, table or postpone to a future time shall not be moved a second time until there has been an intermediate proceeding of business dealt with by the meeting.

17. A motion may be reconsidered providing the mover and seconder of the motion to reconsider voted with the prevailing side, and notice of motion has been given for reconsideration at the previous sitting. A motion to reconsider shall require a two-thirds majority to be adopted.
18. (a) The Chair shall order a standing vote if a voice/show of hands vote is unclear or inconclusive.
 - (b) A member can request a standing vote if he/she questions the results of a voice vote or a vote taken by a show of hands as announced by the Chair. The Chair shall then order a standing vote.
 - (c) A vote by secret ballot shall be taken only on a substantive motion at the request of one third of the members present.

- (d) A vote by secret ballot shall not be permitted on a procedural or dilatory motion with one exception: if the initial question was resolved by a secret ballot, a secret ballot will be permitted on a motion of reconsideration.
 - (e) Once the Chair has called the question, it shall not be in order to request a secret ballot.
 - (f) When a standing vote or a vote by secret ballot has been ordered, no adjournment or recess shall take place until the results have been announced. For the record, the Chair shall announce the number of members voting in the affirmative and the negative recorded.
19. When a standing vote or a vote by secret ballot has been called by the Chair, no one, except with permission of the Chair, shall be permitted to enter or leave the floor until the results of the vote have been announced.
 20. None but accredited members of the Public Service Alliance of Canada and authorized members of the staff and guest speakers shall be permitted on the meeting floor during sessions.
 21. One-third (1/3) of members at the meeting may request, and have ordered, a recorded vote. Upon receiving such request, the Chair shall have the roll called and record the names of those members voting in the affirmative and in the negative.
 22. (a) Proposals and other matters of business submitted after the closing date of the agenda will be referred to the meeting as late resolutions. The meeting may refer them to the appropriate officer or committee.
 - (b) Late proposals that are, in the opinion of the Chair, of an emergency nature shall be debatable at any time. Late proposals not deemed to be of an emergency nature shall be considered after all business listed on the agenda has been dealt with.
 23. All motions calling for the expenditure of money shall be placed in writing and together with all proposals and amendments referring to same, shall be costed by the appropriate committee or officer responsible for finances, before any vote is taken on the issue.
 24. A motion to limit the debate shall be in order once the Chair has stated the motion. It must be moved and seconded and is not debatable. A motion to limit debate may limit the number of speakers or the time allotted and the motion must so state. Such a motion shall require a two-thirds majority to be adopted.
 25. Election of officers shall be conducted in accordance with the provisions of the PSAC Constitution.

26. In calling for further nominations from the floor, the Chair of the Nominations Committee will declare nominations closed after calling "Are there any further nominations?" three times, without response.
27. The Chair of the elections will announce after each vote by ballot:
 - (a) the number of ballots cast;
 - (b) the number of spoiled ballots, if any;
 - (c) the number of ballots required to elect a candidate (number of ballots cast less the number of spoiled ballots, multiplied by 50% and rounded to the next highest whole number);
 - (d) the number of ballots cast for each candidate.
28. Each candidate for an office may nominate a scrutineer who shall be entitled to observe all phases of the election and the counting of ballots for that particular office.
29. In the event of a close decision, it will be in order for a member to request a recount. If the Chair of the elections rules against a recount, the ruling may be appealed in the same manner as a challenge to the Chair.
30. Quorums shall be determined by the appropriate bylaws or constitution governing the body in session.
31. Bourinot's Rules of Order shall govern in all matters not regulated by the rules set out above or as provided by the PSAC Constitution.

**THIS REGULATION WILL BE SUBMITTED TO THE NBOD FOR
REFERRAL TO THE 2012 CONVENTION CONSTITUTION
COMMITTEE.**

REGULATION 13
Public Service Alliance of Canada
(Enacted this 31st day January 1975)

HONOURARY MEMBERSHIPS

1. Nominees for Honourary Membership must be retired from the public service.
2. Nominations for Honourary Membership in the Public Service Alliance of Canada may be made by the National Executive of a Component, or by the National Board of Directors, in respect of any member who has given outstanding service to the Public Service Alliance of Canada.
3. Outstanding service to the Public Service Alliance of Canada shall mean service of a very significant nature involving a single incident, or service of a high calibre over a period of time; in any case, the service may be at any level of the organization as a whole, but it must also have benefited other segments of the organization other than the Component in which the person held membership.
4. All nominations shall be made in and on a form prescribed by the National Board of Directors for that purpose.
5. A separate application shall be completed for each nominee.
6. All nominations shall be directed to the PSAC Centre.
7. Applications for Honourary Membership in the Public Service Alliance of Canada shall be referred to the Standing Committee on Honours and Awards; this Standing Committee shall review all applications and make appropriate recommendations to the Board.
8. All decisions on awarding Honourary Memberships in the Public Service Alliance of Canada shall, in all circumstances, require a two-thirds (2/3) majority of the National Board of Directors assembled in regular meeting and voting by secret ballot.
9. A distinctive Honourary Membership Card and plaque shall be issued to all nominees whose applications are approved by the Board of Directors.

**REGULATION 14
REGULATION GOVERNING DISTRIBUTION OF MEMBERSHIP EQUITY TO NEW
COMPONENTS**

RESCINDED – February 4, 2009

REGULATION 15

Public Service Alliance of Canada

Enacted this 29th day of May 1975

(As amended May 22, 1976 and May 26, 1977)

(As amended September 26, 1979)

(As amended February 1, 1980)

(As amended May 29, 1980)

(As amended September 27, 1981)

(As amended January 28, 1982)

(As amended September 27, 1983)

(As amended September 24, 1985)

(As amended March 28, 1987)

(As amended April, 1988)

(As amended May 22, 1990)

(As amended January 29, 1992)

(As amended March 30, 1992)

(As amended February 3, 1995)

(As amended January 31, 1996)

(As amended January 27, 1999)

(As amended January 25, 2001)

(As amended May 22, 2002)

(As amended July 29, 2002)

(As amended June 2006)

(As amended December 2008)

The PSAC Collective Bargaining Process

INTRODUCTION

Membership involvement and mobilization form the bedrock of the collective bargaining process. Through collective bargaining we protect and improve our working lives and help to build the labour movement. Collective bargaining is also an important vehicle for advancing our goals with respect to human rights and social justice. Collective bargaining also benefits society at large by helping to create more inclusive and progressive workplaces. By engaging and empowering all members of the Public Service Alliance of Canada through the collective bargaining process, we will achieve our shared aspirations and goals and create a stronger union.

The Public Service Alliance of Canada is a broad and diverse union and we are committed to ensuring that all bargaining units, regardless of size, industry or sector, have an equal opportunity to achieve their goals and advance our union's vision of social justice and equality. Underlying the success of any negotiation is membership mobilization and engagement across the union. Therefore, ensuring strong communication, mobilization and engagement throughout the bargaining process are essential components of how we conduct collective bargaining.

To that end, this document is a democratic framework that works towards ensuring that all involved in the process - from members and shop stewards in the worksite to union staff to our National President - understand their roles and responsibilities in bargaining a collective agreement.

STRUCTURE

This Regulation is divided into three parts. This allows our Union to address the diversity of the bargaining units within the Public Service Alliance of Canada and encourage and support our members' engagement in the collective bargaining process. The three parts of this Regulation are 15A: Treasury Board and Agency Bargaining; 15B National Bargaining Units and Territorial Government Bargaining Units; and 15C Directly Chartered Local and Regional Bargaining Units.

15A - TREASURY BOARD, CANADA REVENUE AGENCY, PARKS AGENCY AND CANADIAN FOOD INSPECTION AGENCY COLLECTIVE BARGAINING

1. APPLICATION

This Regulation applies to our Treasury Board bargaining units: Program and Administrative Services (PA), Operational Services (SV), Technical Services (TC), Education and Library Science (EB), and Frontière/Border Services (FB). It also applies to our large Agency bargaining units: Canada Revenue Agency (CRA), Parks Canada and the Canadian Food Inspection Agency (CFIA).

2. ROLES AND RESPONSIBILITIES

2.1 Members

2.1.1 Members are the backbone of the collective bargaining process. The active support and mobilization of our members is critical to successful collective bargaining. Our union is only as strong as our membership.

2.1.2 Collective bargaining is the way to improve working conditions and advance the issues that are important to our union members. The more there is participation in the process, which includes submitting bargaining demands, being aware of the issues at the bargaining table, supporting our bargaining teams, and participating in mobilization activities, the greater the success of collective bargaining.

2.2 Locals/Branches

2.2.1 Locals/Branches are the first point of contact with the union for most bargaining unit members. Local Union Officers are, therefore, key to our ability to mobilize our membership and achieve success at the bargaining table.

2.2.2 Locals/Branches receive the bargaining input call and distribute it to bargaining unit members in the Local/Branch. The Local/Branch then receives bargaining input from the members.

2.2.3 Locals/Branches are responsible for establishing Standing Bargaining Committees that review and organize the input from members, and assist in the development of rationales. These Committees also ensure that information is included with the bargaining input when it is returned to the Component.

- 2.2.4 Standing Bargaining Committees work to make bargaining an engaging and ongoing participatory process for the membership. This can include developing bargaining surveys, grievance analysis and having members assist other PSAC bargaining units currently engaged in negotiation.
- 2.2.5 The Standing Bargaining Committee of the Local/Branch and the Local/Branch Officers provide important support to the bargaining process by ensuring that bargaining unit members in the Local/Branch are well informed about the issues, and that mobilization events are well-supported in the Local/Branch.
- 2.2.6 Locals/Branches strengthen the bargaining process by putting forward, to their Components, the names of knowledgeable and committed members who are able to represent the Local/Branch at bargaining conferences (where applicable), on bargaining teams (where applicable) and on strike coordinating committees (where applicable).
- 2.2.7 Locals/Branches work with the PSAC and are responsible for the conduct of votes, such as ratification, strike or dispute settlement route votes, among their membership.

2.3 Components

- 2.3.1 Components receive the input call for bargaining demands from the PSAC. The Components then forward the input call to each Local/Branch that represents members in the bargaining unit.
- 2.3.2 Components then receive the bargaining demands from the members, forwarded through their Locals/Branches. The Component reviews, amends and/or supplements, and selects the demands to be sent to PSAC in the manner set out in this Regulation.
- 2.3.3 Components support the bargaining process by electing/selecting bargaining unit members who are engaged in union activities and committed to union principles to represent the bargaining unit members at regional and/or national bargaining conferences in the manner set out in this Regulation. Delegates to regional and national bargaining conferences are responsible for supporting member mobilization throughout the bargaining process.
- 2.3.4 Components are responsible for keeping their members informed about the issues, and ensuring that mobilization events are well-supported throughout the Component.
- 2.3.5 Components work with the PSAC to conduct votes, such as ratification, strike or dispute settlement route votes, among their members.

2.4 National Board of Directors (NBoD)

- 2.4.1 As the Union's governing body between Conventions, the NBoD establishes policies related to collective bargaining.
- 2.4.2 The NBoD determines whether coalition/multi-unit bargaining is appropriate, in circumstances where there is a community of interest.
- 2.4.3 The NBoD is responsible for reviewing and recommending the program of demands created for the Treasury Board and Agency bargaining units, and determining whether the number of demands that each Component may submit will be limited.
- 2.4.4 The NBoD is responsible for determining whether a dispute settlement route vote should be held in accordance with this Regulation.
- 2.4.5 The NBoD is responsible for fully supporting the recommendations of a negotiating team and may not make any public statement that is critical of the bargaining team's decision or that calls that decision into question.
- 2.4.6 Members of the NBoD who have bargaining unit members in their Components are responsible for fully participating in mobilizing efforts.
- 2.4.7 Members of the NBoD who have bargaining unit members in their Components may be elected/selected to sit as part of the National Strategy Coordinating Committee and/or National Strike Coordinating Committee.

2.5 Collective Bargaining Committee (CBC) of the NBoD

- 2.5.1 The CBC of the NBoD is composed of members of the NBoD appointed to it by the PSAC National President and is chaired by the AEC Officer(s) responsible for collective bargaining.
- 2.5.2 The CBC reviews and recommends for adoption by the NBoD the initial program of demands that accompanies the input call that initiates the bargaining process.
- 2.5.3 The CBC may be asked to consider any matter related to collective bargaining referred to it by the NBoD or the AEC and to make recommendations as required.

2.6 National Strategy/Strike Coordinating Committee (NSCC)

- 2.6.1 The NSCC provides key strategic support and advice throughout the bargaining process and makes recommendations to the National President, the AEC and the NBoD on such matters as the bargaining timelines, bargaining strategy and priorities, and the communications and mobilization strategy.

2.6.2 The National Strategy Coordinating Committee (NSCC) becomes the National Strike Coordinating Committee (NSCC) at the point at which strike mobilization is required. The NSCC makes key recommendations to the National President, the AEC and the NBoD where necessary on strike strategy and mobilization.

2.7 Bargaining Team

2.7.1 Bargaining Teams represent all members of the bargaining unit at the bargaining table and play an essential role in the bargaining process.

2.7.2 Bargaining Team members are expected to engage directly with other workers throughout the entire bargaining process.

2.7.3 Bargaining team members are responsible for ensuring that the bargaining process helps build the union and advances the interests of all members.

2.7.4 Bargaining team members are obligated to respect the Constitution and Regulations of the PSAC and to adhere to PSAC policies.

2.7.5 Bargaining team members must be dedicated union activists, who are engaged in union activities and committed to union principles, including social justice and human rights.

2.7.6 Bargaining team members provide important insight and information on the actual working conditions of bargaining unit members in the workplace and on the rationales behind the bargaining demands.

2.7.7 Bargaining team members are responsible for conveying information about the progress of bargaining to bargaining unit members, and for explaining decisions made by them at the bargaining table.

2.7.8 Bargaining team members are responsible for reporting back to the bargaining team relevant issues raised by the membership, received as part of their communication and outreach work, on an ongoing basis.

2.7.9 Bargaining team members participate in the process of negotiations by: reviewing the bargaining input, finalizing and prioritizing the package of demands, participating in bargaining, participating in strategy and mobilization discussions as required, making decisions on employer offers and tentative settlements, and by participating in all mobilization activities established for the bargaining unit.

2.7.10 Bargaining team members must make a decision to accept or reject a proposed memorandum of settlement before it is sent to the members of the bargaining unit for a vote. Once that decision is made, all members of the bargaining team must support it.

2.8 Regional Councils

2.8.1 As the body of elected officers in each region, Regional Councils play a vital role in regional mobilization during the bargaining process and in the strike mobilization process, particularly in multi-unit or coalition bargaining.

2.8.2 Regional Councils are an important venue for information sharing and for encouraging solidarity and support for other PSAC bargaining units in need of assistance.

2.9 Alliance Executive Committee (AEC)

2.9.1 The AEC will ensure an effective bargaining environment by appointing the staff necessary to facilitate bargaining and membership mobilization.

2.9.2 The AEC shall, where appropriate, establish Regional and/or National Bargaining Conferences.

2.9.3 The AEC will determine the size of bargaining teams within the parameters established in 3.8 of this Regulation.

2.9.4 The AEC will ensure that bargaining teams are representative by using its authority to appoint bargaining team members.

2.9.5 The AEC has the sole authority to remove a member from a bargaining team.

2.9.6 The AEC has sole authority for approving Memoranda of Settlement and letters of understanding.

2.9.7 The AEC is responsible for approving administrative guidelines governing activities associated with Regulation 15.

2.10 AEC Officers

2.10.1 AEC Officers have the responsibility for the establishment of a National Strategy/Strike Coordinating Committee (NSCC) and chairing NSCC meetings.

2.10.2 Regional AEC Officers will approve the Agenda for their respective Regional Bargaining Conferences, and chair such Conferences.

2.10.3 AEC Officer(s) will chair National Bargaining Conferences.

2.10.4 AEC Officers are mandated to sign collective agreements.

2.11 National President

2.11.1 The National President has the sole authority to interpret the PSAC Constitution and this Regulation.

2.11.2 The National President, in consultation with the Collective Bargaining Committee of the NBoD, will determine which items will be the subject of negotiations through the collective bargaining process and which items will be subject to co-development/consultation at the National Joint Council.

2.11.3 The National President has the sole authority to authorize a strike vote and authorize or end strike action.

2.11.4 In consultation with the affected bargaining team(s), the National President or designate may engage in direct negotiations with the employer to achieve a Memorandum of Settlement.

3. COLLECTIVE BARGAINING PROCESS

3.1 Establishment of a National Strategy/Strike Coordinating Committee (NSCC)

3.1.1 The AEC Officer(s) responsible for collective bargaining in the case of our Treasury Board bargaining units, or the AEC Officer assigned to a particular bargaining unit in the case of our Agency bargaining units, will establish an NSCC to provide strategic advice on bargaining, mobilization and strike mobilization.

3.1.2 The NSCC will be composed of the AEC Officer(s) responsible, members of the NBoD selected from those Components with members in the bargaining unit, and bargaining team members selected by the team to sit on the NSCC. The NSCC will also assign appropriate staff to provide technical advice as required.

3.1.3 The number of Component Presidents sitting on the NSCC will be determined by the National President and/or the AEC, and the number of team members elected/selected to sit on the committee will be determined by the National President and/or the AEC, in consultation with the Component Presidents who have members in the bargaining unit.

- 3.1.4 The NSCC is chaired by the AEC Officer(s) responsible for collective bargaining in the case of our Treasury Board bargaining units, or the AEC Officer assigned to a particular bargaining unit in the case of our Agency bargaining units, and is composed of members of the NBoD selected from those Components with members in the bargaining unit, and bargaining team members selected by the team to sit on the NSCC.
- 3.1.5 The NSCC will meet as early as possible in the bargaining process, ideally before Notice to Bargain has been served.
- 3.1.6 The NSCC will determine its own process and agenda, but generally will be mandated to discuss and recommend strategies with respect to bargaining timelines, communications to the membership and others, mobilization and strike mobilization and strategy, as well as any other matter that may have an impact on bargaining in any particular round of negotiations.

3.2 Bargaining Timelines

- 3.2.1 Between six (6) months and one year before notice to bargain is to be served, the PSAC will develop the initial timeline for bargaining in consultation with the AEC, the NBoD and/or the Component Presidents with members in the bargaining unit, the Collective Bargaining Committee of the NBoD and the NSCC.
- 3.2.2 The bargaining timeline may be revised as required from time to time throughout the process of bargaining.

Input Call/Program of Demands

3.3 Program of Demands

- 3.3.1 At least six (6) months prior to serving Notice to Bargain, the PSAC Negotiations Section will prepare a program of suggested demands that accompanies the input call. These demands will be derived in part from demands that remained on the table from the last round, new developments in collective bargaining, ongoing research and the priorities and goals of the union.
- 3.3.2 The form of the program of demands may vary from round to round, but in all cases, it will contain the principle advanced by the demand and its rationale.
- 3.3.3 The proposed program of demands will be reviewed by the Collective Bargaining Committee of the NBoD, who will review it and, if satisfied, recommend its adoption by the NBoD.

3.3.4 At the same time that the proposed program of demands is reviewed and adopted, a determination will be made as to whether or not the number of demands that each Component may submit will be limited and, if so, what that limit will be.

3.4 Input Call

3.4.1 At least six (6) months before Notice to Bargain is served, or at such time established on the bargaining timeline, PSAC will send out the call for bargaining input from the members in the bargaining unit.

3.4.2 The input call, with the attached program of demands, will be sent to each Component with members in the bargaining unit, and will set out the date that the input must be sent to the PSAC Negotiations Section.

3.4.3 The Component will forward the input call and program of demands to each Local/Branch with members in the bargaining unit.

3.4.4 Each Local/Branch with members in the bargaining unit will distribute the input call, program of demands and any attached documents to members of the bargaining unit.

3.4.5 The Locals/Branches will receive the bargaining input from members of the bargaining unit and will review each demand to ensure that there is a complete rationale for the demand. The Locals/Branches will also ensure that where there are multiple proposals on the same subject, that one proposal will cover all aspects of the group of proposals.

3.4.6 The Local/Branch will forward only one proposal on each issue to the Component and will only forward the number of proposals set out in the input call if the input call limits the number of proposals.

3.4.7 The Component reviews, amends and/or supplements the proposals received from the Locals/Branches, and will forward to the PSAC Negotiations Section only the number of proposals set out in the input call, and will send only one proposal for each issue as established by the input call.

3.4.8 The Component shall ensure that each proposal is sent electronically to the PSAC Negotiations Section within the timeframe set out in the input call. Each proposal shall contain a rationale, identify the submitting Local/Branch and be provided in both official languages.

3.5 Bargaining Conferences

- 3.5.1 In consultation with the Components that represent members in the bargaining units affected, where the AEC decides that Regional and/or National Bargaining Conferences will be held, the following rules and procedures shall apply.
- 3.5.2 Bargaining Conferences are the opportunity for bargaining unit members, Elected Officers and activists to meet, plan the upcoming round of bargaining, review bargaining demands, identify priorities, develop initial mobilization strategies, and to build awareness of the political context in which the round of bargaining will take place.
- 3.5.3 Bargaining Conferences also present an important learning opportunity for new activists and an equally-important opportunity for all members in attendance to build solidarity.
- 3.5.4 Delegates chosen to attend either Regional or National Bargaining Conferences must be members of the bargaining unit or, hold office in the union, which can include being a shop steward. Delegates must also be dedicated union activists, engaged in union activities and committed to union principles, including social justice and human rights.
- 3.5.5 Members of the NBoD who have bargaining unit members participating in the round of bargaining may attend Bargaining Conferences and may fully participate in all discussions, but may not seek election or vote in the election of bargaining team members.

3.6 Regional Conferences

- 3.6.1 Regional Bargaining Conferences may be held where they are deemed to be appropriate.
- 3.6.2 The decision to hold Regional Bargaining Conferences will be made by the AEC, in consultation with Components that have members in the bargaining unit and the Collective Bargaining Committee of the NBoD.
- 3.6.3 The location of Regional Bargaining Conferences will be determined by the AEC and may vary from round to round as circumstances and as necessity dictate. Where there are bargaining unit members in each region, a regional conference will be held for each region. However, several regional conferences may be held in one location at the same time in order to more effectively allocate resources.
- 3.6.4 Regional Bargaining Conferences will be chaired by the PSAC Regional Executive Vice-President of the region. Where regional bargaining conferences are co-located, sessions involving more than one region may be chaired by the REVP(s) assigned responsibility for collective bargaining.

3.6.5 The agenda for Regional Bargaining Conferences will be reviewed and approved by the appropriate REVPs and may vary from round to round. However, in all cases, there should be an opportunity provided for delegates to consider mobilization strategies and to have an initial review of bargaining proposals, in addition to selecting delegates to attend the National Bargaining Conference.

3.6.6 Delegates will be chosen to attend Regional Bargaining Conferences according to the following criteria:

A. Component Representation

Each Component with members in a bargaining unit shall be entitled to:

- i) One delegate for the first 400 bargaining unit members in a given region or part thereof;
- ii) One additional delegate for each additional 400 bargaining unit members in a given region or major fraction thereof.

B. Women and Equity Representation

For each bargaining unit represented at the conference, there shall be one delegate for appointed by the AEC from the Regional Women's Committees. In addition, there shall be one delegate from each of the following equity-seeking groups:

- Aboriginal Peoples
- Racialized Workers
- Gay/Lesbian/Bisexual/Trans
- Members with Disabilities

C. Youth

For each bargaining unit represented at the Conference, there shall be one youth delegate appointed by the AEC. Youth is defined as a member of the bargaining unit who is 30 years of age or younger.

3.6.7 Delegates who attend the Regional Bargaining Conference will elect two members from each bargaining unit to attend the National Bargaining Conference.

3.7 National Bargaining Conferences

3.7.1 National Bargaining Conferences will be held at a location to be determined by the AEC.

- 3.7.2 National Bargaining Conferences will be chaired by an AEC Officer.
- 3.7.3 The agenda for National Bargaining Conferences and the duration of the conference will be reviewed and approved by the AEC and will include an opportunity for the delegates to: review the bargaining proposals, establish bargaining priorities, develop mobilization strategies and elect bargaining teams.
- 3.7.4 In addition to the delegates elected to attend the National Bargaining Conference from the Regional Bargaining Conferences, delegates will be chosen to attend National Bargaining Conferences using the following criteria:
- A. Component Representation**
- Each Component with members in the bargaining unit that has not had a member selected through the Regional Bargaining Conferences may send one member per bargaining unit who is a member of the bargaining unit and who attended the Regional Bargaining Conference.
- B. Women and Equity Representation**
- The AEC may select delegates from among equity group members and from the Regional Women's Committees, representing women, who attended the Regional Bargaining Conferences if there is a need to address their representation at the National Bargaining Conference.
- C. Youth Delegates**
- The AEC may select youth delegates who attended the Regional Bargaining Conferences if there is a need to address their representation at the National Bargaining Conference.
- 3.7.5 A National Bargaining Conference may be held where no Regional Bargaining Conference has been held. Delegates to such National Bargaining Conferences will be chosen according to a process established by the AEC in consultation with the Component(s) who have members in the bargaining unit.

3.8 Bargaining Teams

General

- 3.8.1 Bargaining team members must hold office in the union and must represent all members of the bargaining unit and not any particular constituency within the bargaining unit or the union.

- 3.8.2 Bargaining team members are required to attend all bargaining sessions and failure to do so could result in removal from the team.
- 3.8.3 Bargaining team members will be protected from loss of income and their expenses will be reimbursed according to the administrative guidelines that are amended from time to time and approved by the AEC.
- 3.8.4 The bargaining team will communicate with members on the progress of negotiations at each stage of the negotiations process (e.g. prior to the initial exchange, at impasse, and ratification or award), or more often as appropriate, and will report back to the rest of the bargaining team any relevant issues raised by them.
- 3.8.5 Bargaining team members who do not fulfill their responsibilities as a bargaining team member may be removed from the team. All removal requests are to be submitted to the AEC Officer(s) responsible for collective bargaining for the bargaining unit. The decision as to whether a bargaining team member is to be removed shall be made by the AEC.

Size of Bargaining Teams

- 3.8.6 The AEC will determine the size of the bargaining team taking into account the size of the unit and its reflection of geographic, occupational and equity group diversity.
- 3.8.7 The size of a bargaining team will normally be between seven and nine members, with the goal of ensuring women representation, geographic, occupational and equity group diversity.
- 3.8.8 The AEC may determine that a bargaining team should be smaller than seven members where the bargaining unit has fewer than 1,500 members. However, no bargaining team should have fewer than five members.

3.9 Election/Selection and Composition of Bargaining Teams

- 3.9.1 A majority of each bargaining team will be elected at the National Bargaining Conference and the remaining members will be appointed from the pool of National or Regional Bargaining Conference delegates by the AEC in consultation with the Component. The number to be appointed will be decided and announced by the AEC prior to the National Bargaining Conference.
- 3.9.2 The remaining members of the bargaining team will be appointed by the AEC from bargaining unit members who attended either the Regional or National Bargaining Conferences, based on the need to ensure women representation, equity, geographic, linguistic and/or occupational group diversity on the bargaining team.

- 3.9.3 The National President may appoint a member of the AEC and/or the NBoD to sit as a member of the bargaining team, who shall have full voice but no vote.
- 3.9.4 The National President and/or the AEC shall appoint a staff representative to sit on the bargaining team as chair of the team. This appointee shall have full voice but no vote.
- 3.9.5 The National President and/or the AEC may appoint additional staff representatives to sit on the bargaining team as technical advisors who have voice but no vote.

3.10 Memorandum of Settlement

- 3.10.1 In consultation with the affected bargaining team(s), the National President or designate may engage in direct negotiations with the employer to achieve a Memorandum of Settlement.
- 3.10.2 Authority to arrive at a Memoranda of Settlement or Letters of Understanding rests with the AEC. The AEC Officer(s) responsible for collective bargaining for the bargaining unit must be consulted prior to signing a Memorandum of Settlement or Letter of Understanding.
- 3.10.3 The AEC Officer(s) or designate shall have the signing authority on any Memorandum of Settlement, Collective Agreements or Letters of Understanding.

3.11 Votes

Dispute Settlement Route Votes

- 3.11.1 All bargaining units governed by the PSLRA shall remain on the conciliation with the right to strike dispute settlement route. Requests to change the route to arbitration can be submitted as outlined below and, if approved, shall be for one round of bargaining only.
- 3.11.2 A dispute settlement route vote shall be taken when there has been a request by either a petition from 10 percent of the membership of the bargaining unit or when the NBoD so directs.
- 3.11.3 The AEC shall have the right to set deadlines for the receipt of such requests in order to allow for the scheduling of votes well in advance of the notice to bargain date. Such deadlines shall be communicated to all Components at least three months before the deadline date.

3.11.4 Approval of a change in the dispute settlement route shall be made as a result of a majority of the returned ballots, excluding spoiled ballots, or by a decision of the NBoD.

Strike Votes

3.11.5 The National President is the only person who may authorize a strike vote and authorize or end strike activity. Such authorization(s) shall be in writing.

3.11.6 Subject to the applicable legislation, strike votes shall be conducted at meetings established for the purpose of explaining the outstanding issues and reasons that a strike vote is necessary, except where the isolated location of the worksite or shift schedules require that special arrangements be made.

3.11.7 All employees in the bargaining unit are entitled to vote in strike votes.

Ratification Votes

3.11.8 Ratification votes shall be held at meetings conducted for the purpose of explaining the terms of the tentative agreement, except where the isolated nature of the worksite or shift schedules require that special arrangements be made.

3.11.9 Only employees in the bargaining unit who are PSAC members in good standing shall be entitled to vote in a ratification vote; proof of membership may be required.

3.11.10 When a ratification vote on whether or not employees wish to accept a tentative collective agreement is also intended to constitute a strike vote, all employees in the bargaining unit are entitled to vote in the strike vote as required by legislation and by section 3.11.7 of this Regulation. The following procedure shall apply:

- a) employees in the bargaining unit who are PSAC members in good standing shall be provided with a ballot that asks whether they accept the tentative agreement or whether they reject it and authorize strike action; and,
- b) employees in the bargaining unit who are not PSAC members in good standing shall be provided with a ballot that asks whether the employee authorizes or does not authorize strike action.

3.11.11 An AEC Officer shall have a mandate to sign a collective agreement for a bargaining unit or a coalition bargaining group when a majority of the votes cast by PSAC members in good standing in the bargaining unit have been cast in favour of accepting a tentative collective agreement, excluding spoiled ballots.

4. DEVIATION FROM THE REGULATION

4.1 Requests for deviation from this Regulation may be made by a majority of Component Presidents where the unit is comprised of members from three or more Components or a Component President where the bargaining unit is comprised of members within one or two Components.

4.2 In the case of bargaining units with more than two Components, deviation from the Regulation requires the approval of the AEC and the majority of Component Presidents with members in the bargaining unit.

4.3 In the case of bargaining units with one or two Components, deviation from the Regulation requires the approval of the AEC and the Component President(s).

15B –COLLECTIVE BARGAINING FOR NATIONAL AND TERRITORIAL GOVERNMENT BARGAINING UNITS AND NATIONAL UNITS (OTHER THAN TREASURY BOARD, CRA, PARKS AND CFIA)

1. APPLICATION

This Section of the Regulation applies to Yukon, Northwest Territories and Nunavut Power Corporations and Territorial Government bargaining units. It also applies to all national units other than Treasury Board (TB), Canada Revenue Agency (CRA), Parks Canada and the Canadian Food Inspection Agency (CFIA) which include members who work in more than one of the PSAC's seven regions.

This part of the Regulation covers thirteen PSAC bargaining units representing approximately ten per cent of the PSAC membership.

2. ROLES AND RESPONSIBILITIES

2.1 Members

2.1.1 Members are the backbone of the collective bargaining process. The active support and mobilization of our membership is critical to successful collective bargaining. Our union is only as strong as the membership.

2.1.2 Collective bargaining is the way to improve working conditions and advance the issues that are important to our union members. The more there is participation in the process, which includes submitting bargaining demands, being aware of the issues at the bargaining table, supporting our bargaining teams and participating in mobilization activities, the greater the success of collective bargaining.

2.2 Locals

2.2.1 Locals are the first point of contact with the union for most bargaining unit members. Local Union Officers are, therefore, key to our ability to mobilize our membership and achieve success at the bargaining table.

2.2.2 Locals receive the bargaining input call and distribute it to bargaining unit members in the Local. The Local then receives the bargaining input from members.

- 2.2.3 Locals are responsible for establishing Standing Bargaining Committees that review and organize the input from members and assist in the development of rationales. These Committees also ensure that information is included with the bargaining input when it is sent back to the Component.
- 2.2.4 Local Standing Bargaining Committees work to make bargaining an engaging and ongoing participatory process for the membership. This can include developing bargaining surveys, grievance analysis and having members assist other PSAC bargaining units currently engaged in negotiation.
- 2.2.5 The Local Standing Bargaining Committee and the Local Officers provide important support to the bargaining process by ensuring that bargaining unit members in the Local are well informed about the issues, and that mobilization events are well-supported in the Local.
- 2.2.6 Locals strengthen the bargaining process by putting forward, to their Components where applicable, the names of knowledgeable and committed members who are able to represent the Local at bargaining conferences, on bargaining teams and on strike coordinating committees, where applicable.
- 2.2.7 Locals work with the PSAC and are responsible for the conduct of votes, such as ratification, strike or dispute settlement route votes, among their membership.

2.3 Components

- 2.3.1 Components receive the input call from the PSAC. The Components then forward the input call to each Local that represents members in the bargaining unit.
- 2.3.2 Components then receive the bargaining demands from the members, forwarded through their Locals. The Component reviews, amends and/or supplements and selects the demands that are to be sent to the PSAC in the manner set out in this Regulation.
- 2.3.3 Components support the bargaining process by electing/selecting bargaining unit members who are engaged in union activities and committed to union principles, to represent the bargaining unit members at Regional and/or National Bargaining Conferences in the manner set out in this Regulation. Delegates to Regional and National Bargaining Conferences are responsible for supporting member mobilization through the bargaining process.
- 2.3.4 Components are responsible for keeping their members informed about the issues, and ensuring that mobilization events are well-supported throughout the Component.

2.3.5 Components work with the PSAC to conduct votes, such as ratification, strike or dispute settlement route votes, among their members.

2.4 National Board of Directors (NBoD)

2.4.1 As the Union's governing body between Conventions, the NBoD establishes policies related to collective bargaining.

2.4.2 The NBoD is responsible for fully supporting the recommendations of a negotiating team and may not make any public statement that is critical of the bargaining team's decision or that calls that decision into question.

2.4.3 Members of the NBoD who have bargaining unit members in their Components are responsible for fully participating in mobilizing efforts.

2.4.4 Members of the NBoD who have bargaining unit members in their Components shall be elected/selected to sit as part of the Strategy Coordinating Committee and/or Strike Coordinating Committee. The NBoD member may designate an alternate representative from their Component.

2.5 Collective Bargaining Committee (CBC) of the NBoD

2.5.1 The CBC of the NBoD is composed of members of the NBoD appointed to it by the PSAC National President and is chaired by the AEC Officer(s) responsible for collective bargaining.

2.5.2 The CBC may be asked to consider any matter related to collective bargaining referred to it by the NBoD or the AEC and to make recommendations as required.

2.6 Strategy/Strike Coordinating Committee (SCC)

2.6.1 The SCC provides key strategic support and advice throughout the bargaining process and makes recommendations to the National President, the AEC and the NBoD on such matters as the bargaining timelines, bargaining strategy and priorities, and the communications and mobilization strategy.

2.6.2 The Strategy Coordinating Committee (SCC) becomes the Strike Coordinating Committee (SCC) at the point at which strike mobilization is required and makes key recommendations to the National President, the AEC and the NBoD where necessary on strike strategy and mobilization.

2.7 Bargaining Team

- 2.7.1 Bargaining Teams represent all members of the bargaining unit at the bargaining table and play an essential role in the bargaining process.
- 2.7.2 Bargaining Team members are expected to engage directly with other workers throughout the entire bargaining process.
- 2.7.3 Bargaining team members are responsible for ensuring that the bargaining process helps build the union and advances the interests of all members.
- 2.7.4 Bargaining team members are obligated to respect the Constitution and Regulations of the PSAC and to adhere to PSAC policies.
- 2.7.5 Bargaining team members must be dedicated union activists, who are engaged in union activities and committed to union principles, including social justice and human rights.
- 2.7.6 Bargaining team members provide important insight and information on the actual working conditions of bargaining unit members in the workplace and on the rationales for bargaining demands.
- 2.7.7 Bargaining team members are responsible for conveying information about the progress of bargaining to bargaining unit members, and for explaining decisions made by them at the bargaining table.
- 2.7.8 Bargaining team members are responsible for reporting back to the bargaining team relevant issues raised by our membership, received as part of their communication and outreach work, on an ongoing basis.
- 2.7.9 Bargaining team members participate in the process of negotiations by: reviewing the bargaining input, finalizing and prioritizing the package of demands, participating in bargaining, participating in strategy and mobilization discussions as required, making decisions on employer offers and tentative settlements, and by participating in mobilization activities established for the bargaining unit.
- 2.7.10 Bargaining team members must make a decision to accept or reject a proposed memorandum of settlement before it is sent to the members of the bargaining unit for a vote, and once that decision is made, all members of the bargaining team must support it without exception.

2.8 Regional Councils

- 2.8.1 As the body of elected officers in each region, Regional Councils play a vital role in regional mobilization during the bargaining process and in the strike mobilization process, particularly in multi-unit or coalition bargaining.
- 2.8.2 Regional Councils are an important venue for information sharing and for encouraging solidarity and support for other PSAC bargaining units in need of assistance.

2.9 Alliance Executive Committee (AEC)

- 2.9.1 The AEC will ensure an effective bargaining environment by appointing the staff necessary to facilitate bargaining and membership mobilization.
- 2.9.1 The AEC shall, where appropriate, establish Regional and/or National Bargaining Conferences.
- 2.9.3 The AEC will determine the size of bargaining teams within the parameters established in 3.8 of this Regulation.
- 2.9.4 The AEC will ensure that bargaining teams are representative by using its authority to appoint bargaining team members.
- 2.9.5 The AEC has the sole authority to remove a member from a bargaining team.
- 2.9.6 The AEC has sole authority for approving Memoranda of Settlement and letters of understanding.
- 2.9.7 The AEC is responsible for approving administrative guidelines governing activities associated with Regulation 15.

2.10 AEC Officers

- 2.10.1 AEC Officers have the responsibility for the establishment of a Strategy/ Strike Coordinating Committee SCC and chairing SCC Meetings.
- 2.10.2 Regional AEC Officers will approve the Agenda for their respective Regional Bargaining Conferences, and chair such Conferences.
- 2.10.3 AEC Officer(s) will chair National Bargaining Conferences.
- 2.10.4 AEC Officers are mandated to sign collective agreements.

2.11 National President

- 2.11.1 The National President has the sole authority to interpret the PSAC Constitution and this Regulation.
- 2.11.2 The National President has the sole authority to authorize a strike vote and authorize or end strike action.
- 2.11.3 In consultation with the affected bargaining team(s), the National President or designate may engage in direct negotiations with the employer to achieve a Memorandum of Settlement.

3. COLLECTIVE BARGAINING PROCESS

3.1 Establishment of Strategy/Strike Coordinating Committee (SCC):

- 3.1.1 The AEC Officer assigned to the bargaining unit will establish an SCC to provide strategic advice on bargaining, mobilization and strike mobilization.
- 3.1.2 The SCC will be composed of the AEC Officer(s) responsible for the bargaining unit, the member of the NBoD or designate selected from the Component with members in the bargaining unit, and the bargaining team member or members selected by the team to sit on the SCC. The SCC will also assign appropriate staff to provide technical advice as required.
- 3.1.3 The number of team members elected/selected to sit on the committee will be determined by the AEC Officer assigned to the bargaining unit, in consultation with the Component President who has members in the bargaining unit.
- 3.1.4 The SCC is chaired by the NBoD member responsible for the bargaining unit or designate.
- 3.1.5 The SCC will meet as early as possible in the bargaining process, ideally before Notice to Bargain has been served.
- 3.1.6 The SCC will determine its own process and agenda, but generally will be mandated to discuss and recommend strategies with respect to bargaining timelines, communications to the membership and others, mobilization and strike mobilization and strategy, as well as any other matter that may have an impact on bargaining in any particular round of negotiations.

3.2 Bargaining Timelines

- 3.2.1 Between six (6) months and one year before notice to bargain is to be served, the PSAC will develop the initial timeline for bargaining in consultation with the AEC Officer assigned to the bargaining unit and the Component President or designate with members in the bargaining unit and the SCC.
- 3.2.2 The bargaining timeline may be revised as required from time to time throughout the process of bargaining.

3.3 Input Call

- 3.3.1 At least six (6) months before notice to bargain is served, or at such time established on the bargaining timeline, the PSAC will send out the call for bargaining input from members in the bargaining unit.
- 3.3.2 The input call will be sent to the Component with members in the bargaining unit and will set out the date that the input must be sent to the PSAC Negotiations Section.
- 3.3.3 The Component will forward the input call to each Local with members in the bargaining unit.
- 3.3.4 Each Local with members in the bargaining unit will distribute the input call and any attached documents to members of the bargaining unit in the Local.
- 3.3.5 The Locals will receive the bargaining input from members of the bargaining unit and will review each demand to ensure that there is a complete rationale for the demand. The Locals will also ensure that where there are multiple proposals on the same subject that one proposal will cover all aspects of the group of proposals.
- 3.3.6 The Local will forward only the number of proposals set out in the input call if the input call limits the number of proposals.
- 3.3.7 The Component reviews, amends and/or supplements the proposals received from the Locals, and will forward to the PSAC Negotiations Section only the number of proposals set out in the input call, and will send only one proposal for each issue.
- 3.3.8 The Component shall ensure that each proposal is sent electronically to the PSAC Negotiations Section within the timeframe set out in the input call. Each proposal shall contain a rationale, identify the submitting Local, and be provided in both official languages where appropriate.

3.4 Bargaining Conferences (where applicable)

General

- 3.4.1 In consultation with the Component with members in the bargaining unit, where the AEC decides that Regional and/or National Bargaining Conferences will be held, the following rules and procedures shall apply.
- 3.4.2 Bargaining Conferences are the opportunity for bargaining unit members, elected officers, and activists to meet to plan the upcoming round of bargaining, review bargaining demands, identify priorities, develop initial mobilization strategies, and build awareness of the political context in which the round of bargaining will take place.
- 3.4.3 Bargaining Conferences also present an important learning opportunity for new activists and an equally-important opportunity for all members in attendance to build solidarity.
- 3.4.4 Delegates chosen to attend either Regional or National Bargaining Conferences must be members of the bargaining unit or hold office in the union, which can include being a shop steward. Delegates must also be dedicated union activists engaged in union activities and committed to union principles, including social justice and human rights.
- 3.4.5 Members of the NBoD who have members in the bargaining unit may attend bargaining conferences and may fully participate in all discussions, but may not seek election or vote in the election of bargaining team members.

3.5 Regional Conferences (where applicable)

- 3.5.1 The location of Regional Bargaining Conferences will be determined by the AEC and may vary from round to round as circumstances and necessity dictate. Where there are bargaining unit members in each region, a Regional Conference will be held for each region. However, several Regional Conferences may be held in one location at the same time in order to more effectively allocate resources.
- 3.5.2 Regional Bargaining Conferences will be chaired by the PSAC Regional Executive Vice-President of the region and where Regional Bargaining Conferences are co-located, sessions involving more than one region may be chaired by the REVP(s) assigned responsibility for collective bargaining for that unit.

- 3.5.3 The agenda for Regional Bargaining Conferences will be reviewed and approved by the appropriate REVPs and may vary from round to round. However, in all cases, there should be an opportunity provided for delegates to consider mobilization strategies and to have an initial review of bargaining proposals, in addition to selecting delegates to attend the National Bargaining Conference.

3.6 National Bargaining Conferences (where applicable)

- 3.6.1 If a National Bargaining Conference is held, the location is to be determined by the AEC.
- 3.6.2 National Bargaining Conferences will be chaired by an AEC Officer(s).
- 3.6.3 The agenda for National Bargaining Conferences and the duration of the conference will be reviewed and approved by the AEC and will include an opportunity for the delegates to: review the bargaining proposals, establish bargaining priorities, develop mobilization strategies, and elect bargaining teams.
- 3.6.4 In addition to the delegates selected to attend the National Bargaining Conference from the Regional Bargaining Conferences, delegates will be chosen to attend National Bargaining Conferences using the following criteria:

3.7 Conference Delegates

- 3.7.1 The Component with members in the bargaining unit shall be entitled to a number of delegates determined by the AEC, in consultation with the Component taking into account the size of the unit.
- 3.7.2 Delegates who attend the Regional and/or National Bargaining Conferences must be members of the bargaining unit.
- 3.7.3 The AEC in consultation with the Component, may appoint additional delegates to the Regional and/or National Conferences from the bargaining unit to ensure equity, geographic, linguistic and/or occupational group diversity.
- 3.7.4 The AEC in consultation with the Component may appoint a youth delegate or delegates. Youth is defined as a member of the bargaining unit who is 30 years of age or younger.
- 3.7.5 A Bargaining Conference may be held that does not conform to the procedures laid out above. Delegates to such Bargaining Conferences will be chosen according to a process established by the AEC, in consultation with the Component(s) who have members in the bargaining unit.

3.8 Bargaining Teams

General

- 3.8.1 Bargaining team members must hold office in the union and must represent all members of the bargaining unit and not any particular constituency within the bargaining unit or the union.
- 3.8.2 Bargaining team members are required to attend all bargaining sessions and failure to do so could result in removal from the team.
- 3.8.3 Bargaining team members will be protected from loss of income and their expenses will be reimbursed according to the administrative guidelines that are amended from time to time and approved by the AEC.
- 3.8.4 The bargaining team will communicate with members on the progress of negotiations at each stage of the negotiations process (e.g. prior to the initial exchange, at impasse, and ratification or award), or more often as appropriate, and will report back to the rest of the bargaining team any relevant issues raised by them.
- 3.8.5 Bargaining team members who do not fulfill their responsibilities as a bargaining team member may be removed from the team. All removal requests are to be submitted to the AEC Officer(s) responsible for collective bargaining for the bargaining unit. The decision as to whether or not a bargaining team member is to be removed shall be made by the AEC.

Size of Bargaining Teams

- 3.8.6 The AEC will determine the size of the bargaining team taking into account the size of the unit, and its reflection of equity, geographic, linguistic and occupational group diversity.
- 3.8.7 The size of a bargaining team will normally be between three and five members with the goal of ensuring women representation, equity, geographic, linguistic and occupational group diversity. No national bargaining team should have fewer than five members.

3.9 Election/Selection and Composition of Bargaining Teams

- 3.9.1 If the bargaining unit has a National Bargaining Conference, a majority of each negotiating team will be elected at the National Bargaining Conference and the remaining members will be appointed from the pool of National Bargaining Conference delegates by the AEC in consultation with the Component. The number to be appointed will be decided and announced by the AEC prior to the National Bargaining Conference.

- 3.9.2 If the unit does not have a National Bargaining Conference the Component with members in the bargaining unit shall elect a majority of the bargaining team members and the remaining bargaining unit members will be appointed by the AEC in consultation with the Component, to ensure women representation, equity, geographic, linguistic and occupational group diversity. The number to be appointed will be decided and announced by the AEC prior to the bargaining team election.
- 3.9.3 The National President may appoint a member of the AEC and/or the NBoD to sit as a member of the bargaining team, who shall have full voice but no vote.
- 3.9.4 The National President and/or the AEC shall appoint a staff representative to sit on the bargaining team as chair of the team. This appointee shall have full voice but no vote.
- 3.9.5 The National President and/or the AEC may appoint additional staff representatives to sit on the bargaining team as technical advisors who have voice but no vote.

3.10 Memoranda of Settlement

- 3.10.1 In consultation with the affected bargaining team(s), the National President or designate may engage in direct negotiations with the employer to achieve a Memorandum of Settlement.
- 3.10.2 Authority to arrive at Memoranda of Settlement or Letters of Understanding rests with the AEC. The AEC Officer(s) responsible for collective bargaining for the bargaining unit or designate must be consulted prior to signing a Memorandum of Settlement or Letter of Understanding.
- 3.10.3 The AEC Officer(s) or designate shall have the signing authority on any Memoranda of Settlement, Collective Agreements or Letters of Understanding.

3.11 Votes

Dispute Settlement Route Votes (*Public Service Labour Relations Act* units only)

- 3.11.1 All bargaining units governed by the PSLRA shall remain on the conciliation with the right to strike dispute settlement route. Requests to change the route to arbitration can be submitted as outlined below and, if approved, shall be for one round of bargaining only.

3.11.2 A dispute settlement route vote shall be taken when there has been a request by either a petition from 10 percent of the membership of the bargaining unit or when the NBoD so directs.

3.11.3 The AEC shall have the right to set deadlines for the receipt of such requests in order to allow for the scheduling of votes well in advance of the notice to bargain date. Such deadlines shall be communicated to all Components at least three months before the deadline date.

3.11.4 Approval of a change in the dispute settlement route shall be made as a result of a majority of the returned ballots, excluding spoiled ballots, or by a decision of the NBoD.

Strike Votes

3.11.5 The National President is the only person who may authorize a strike vote and authorize or end strike activity. Such authorization(s) shall be in writing.

3.11.6 Subject to the applicable legislation, strike votes shall be conducted at meetings established for the purpose of explaining the outstanding issues and reasons that a strike vote is necessary, except where the isolated location of the worksite or shift schedules require that special arrangements be made.

3.11.7 Subject to the applicable labour legislation, all employees in the bargaining unit may be entitled to vote in strike votes.

Ratification Votes

3.11.8 Ratification votes shall be held at meetings conducted for the purpose of explaining the terms of the tentative agreement, except where the isolated nature of the worksite or shift schedules require that special arrangements be made.

3.11.9 Subject to the applicable labour legislation, only employees in the bargaining unit who are PSAC members in good standing shall be entitled to vote in a ratification vote; proof of membership may be required.

3.11.10 When legislation provides a process where a ratification vote on whether or not employees wish to accept a tentative collective agreement is also intended to constitute a strike vote, and all employees in the bargaining unit are entitled to vote in the strike vote, the following procedure shall apply:

- a) employees in the bargaining unit who are PSAC members in good standing shall be provided with a ballot that asks whether they accept the tentative agreement or whether they reject it and authorize strike action; and

- b) employees in the bargaining unit who are not PSAC members in good standing shall be provided with a ballot that asks whether the employee authorizes or does not authorize strike action.

3.11.11 An AEC Officer shall have a mandate to sign a collective agreement for a bargaining unit or a coalition bargaining group when a majority of the votes cast are in the affirmative, excluding spoiled ballots.

4. Deviation from the Regulation

- 4.1 Requests for deviation from this Regulation may be made by a Component President.
 - 4.2 Deviation from the Regulation requires the approval of the AEC and the Component President(s) with members in the bargaining unit.
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15C – COLLECTIVE BARGAINING FOR DIRECTLY CHARTERED LOCALS AND REGIONAL BARGAINING UNITS

1. APPLICATION

This part of the Regulation applies to all regional bargaining units in the PSAC, other than the Territorial Government units covered by Part B. Regional bargaining units are those where all of the members work in a single PSAC region including the majority of separate employer locals under the *Public Service Labour Relations Act* and are represented by a single Component or by a Directly Chartered Local.

2. ROLES AND RESPONSIBILITIES

2.1 Members

2.1.1 Members are the backbone of the collective bargaining process. The active support and mobilization of our membership is critical to successful collective bargaining. Our union is only as strong as the membership.

2.1.2 Collective bargaining is the way to improve working conditions and advance the issues that are important to our union members. The more participation in the process, which includes submitting bargaining demands, being aware of the issues at the bargaining table, supporting our bargaining teams and participating in mobilization activities, the greater the success of collective bargaining.

2.2 Local

2.2.1 The Local is the first point of contact with the union for most bargaining unit members. Local Union Officers are, therefore, key to our ability to mobilize our membership and achieve success at the bargaining table.

2.2.2 The Local receives the bargaining input call and distributes it to bargaining unit members in the Local. The Local then receives the bargaining input from members in the Local.

2.2.3 The Local is responsible for establishing a Standing Bargaining Committee to review and organize the input from members, assist in the development of rationales. The Committee also ensures that information is included with the bargaining input when it is sent back to the PSAC, whether through a Component or from a Directly Chartered Local.

- 2.2.4 Standing Bargaining Committees work to make bargaining an engaging and ongoing participatory process for the membership. This can include developing bargaining surveys, grievance analysis and having members assist other PSAC bargaining units currently engaged in negotiation.
- 2.2.5 The Standing Bargaining Committee of the Local and the Local Officers provide vital support to the bargaining process by ensuring that bargaining unit members in the Local are well informed about the issues, and that mobilization events are well-supported.
- 2.2.6 The Local strengthens the bargaining process by putting forward the names of knowledgeable and committed members who are able to represent the Local on bargaining teams and on strike coordinating committees, where applicable.
- 2.2.7 The Locals work with the PSAC and are responsible for the conduct of votes, such as ratification, strike or dispute settlement route votes, among their members.

2.3 Directly Chartered Local (DCL) or Component

- 2.3.1 The DCL or Component receives the input call from the PSAC and forwards it to each Local or worksite for which there are members in the bargaining unit.
- 2.3.2 The DCL or Component then receives the bargaining demands from the members, forwarded through the Locals and worksites, and reviews, amends and/or supplements and selects the demands that are to be sent to the PSAC in the manner set out in this Regulation.
- 2.3.3 The DCL or Component supports the bargaining process by electing/selecting bargaining unit members who are engaged in union activities and committed to union principles to represent the bargaining unit members in the manner set out in this Regulation.
- 2.3.4 The DCL or Components play a key role in the bargaining process by ensuring that bargaining unit members in the Component or worksites are well informed about the issues, and that mobilization events are well-supported.
- 2.3.5 The DCL or Component works with the PSAC to conduct votes, such as ratification, strike or dispute settlement route votes, among their members.

2.4 National Board of Directors (NBoD)

- 2.4.1 As the Union's governing body between Conventions, the NBoD establishes policies related to collective bargaining.

- 2.4.2 The NBoD is responsible for fully supporting the recommendations of a negotiating team and may not make any public statement that is critical of the bargaining team's decision or that calls that decision into question.
- 2.4.3 Members of the NBoD who have bargaining unit members in their Components shall be elected/selected to sit as part of the Strategy Coordinating Committee or Strike Coordinating Committee. The NBoD member may designate an alternate representative from their Component.

2.5 Collective Bargaining Committee (CBC) of the NBoD

- 2.5.1 The CBC of the NBoD is composed of members of the NBoD appointed to it by the PSAC National President and is chaired by the AEC Officer(s) responsible for collective bargaining.
- 2.5.2 The CBC may be asked to consider any matter related to collective bargaining referred to it by the NBoD or the AEC and to make recommendations as required.

2.6 Strategy/Strike Coordinating Committee (SCC)

- 2.6.1 The SCC is chaired by the AEC Officer(s) responsible for the bargaining unit or designate and is composed of the member of the NBoD or where applicable, a designate selected from the Component with members in the bargaining unit, or the President of the Directly Chartered Local or designate, and the bargaining team member or members selected by the team to sit on the SCC.
- 2.6.2 The size and composition of the SCC may vary according to the size of the bargaining unit, and whether or not it is a multi-unit or coalition bargaining process.
- 2.6.3 The SCC provides key strategic support and advice throughout the bargaining process and makes recommendations to the National President, the AEC and the NBoD on such matters as the bargaining timelines, bargaining strategy and priorities, and the communications and mobilization strategy.
- 2.6.4 The Strategy Coordinating Committee (SCC) becomes the Strike Coordinating Committee (SCC) at the point at which strike mobilization is required and makes key recommendations to the National President, the AEC and the NBoD where necessary on strike strategy and mobilization.

2.7 Bargaining Teams

- 2.7.1 Bargaining teams represent all members of the bargaining unit at the bargaining table and play an essential role in the bargaining process.

- 2.7.2 Bargaining team members are expected to engage directly with other workers through the entire bargaining process.
- 2.7.3 Bargaining team members are responsible for ensuring that the bargaining process helps build the union and advances the interests of all members.
- 2.7.4 Bargaining team members are obligated to respect the Constitution and Regulations of the PSAC and to adhere to PSAC policies.
- 2.7.5 Bargaining team members must be dedicated union activists who are engaged in union activities and committed to union principles, including social justice and human rights.
- 2.7.6 Bargaining team members provide important insight and information on the actual working conditions of bargaining unit members in the workplace and on the rationales for bargaining demands.
- 2.7.7 Bargaining team members are responsible for conveying information about the progress of bargaining to bargaining unit members, and for explaining decisions made by them at the bargaining table.
- 2.7.8 Bargaining team members are responsible for reporting back to the bargaining team relevant issues raised by membership, received as part of their communication and outreach work, on an ongoing basis.
- 2.7.9 Bargaining team members participate in the process of negotiations by reviewing the bargaining input, finalizing and prioritizing the package of demands, participating in bargaining, by participating in strategy and mobilization discussions as required, by making decisions on employer offers and tentative settlements, and by participating in mobilization activities established for the bargaining unit.
- 2.7.10 Bargaining team members must make a decision to accept or reject a proposed memorandum of settlement before it is sent to the members of the bargaining unit for a vote, and once that decision is made, all members of the bargaining team must support it.

2.8 Regional Councils

- 2.8.1 As the body of elected officers in each region, Regional Councils play a vital role in regional mobilization during the bargaining process and in the strike mobilization process, particularly in multi-unit or coalition bargaining.

2.8.2 Regional Councils are an important venue for information sharing and for encouraging solidarity and support for other PSAC bargaining units in need of assistance.

2.9 Alliance Executive Committee (AEC)

2.9.1 The AEC will ensure an effective bargaining environment by appointing the staff necessary to facilitate bargaining and membership mobilization.

2.9.2 The AEC will determine the size of bargaining teams within the parameters established in 3.8 of this Regulation.

2.9.3 The AEC will ensure that bargaining teams are representative by using its authority to appoint bargaining team members.

2.9.4 The AEC has the sole authority to remove a member from a bargaining team.

2.9.5 The AEC has the sole authority for approving Memoranda of Settlement and letters of understanding.

2.9.6 The AEC is responsible for approving administrative guidelines governing activities with Regulation 15.

2.10 AEC Officers

2.10.1 AEC Officers have the responsibility for the establishment of a Strategy/ Strike Coordinating Committee SCC and chairing SCC Meetings.

2.10.2 AEC Officers are mandated to sign collective agreements.

2.11 National President

2.11.1 The National President has the sole authority to interpret the PSAC Constitution and this Regulation.

2.11.2 The National President has the sole authority to authorize a strike vote and authorize or end strike action.

2.11.3 In consultation with the affected bargaining team(s), the National President or designate may engage in direct negotiations with the employer to achieve a Memorandum of Settlement.

3. COLLECTIVE BARGAINING PROCESS

3.1 Establishment of a Strategy/Strike Coordinating Committee (SCC)

- 3.1.1 The AEC Officer assigned to the bargaining unit will establish an SCC to provide strategic advice on bargaining, mobilization and strike mobilization.
- 3.1.2 The SCC will be composed of the AEC Officer(s) responsible or designate, the member of the NBoD or designate selected from the Component with members in the bargaining unit or Local President of the Directly Chartered Local or designate, and the bargaining team member or members selected by the team to sit on the SCC. The SCC will also assign appropriate staff to provide technical advice as required.
- 3.1.3 The number of team members elected/selected to sit on the committee will be determined by the AEC Officer assigned to the bargaining unit, in consultation with the Component President or designate or Directly Chartered Local President or designate who has members in the bargaining unit.
- 3.1.4 The SCC will meet as early as possible in the bargaining process, ideally before Notice to Bargain has been served.
- 3.1.5 The SCC will determine its own process and agenda, but generally will be mandated to discuss and recommend strategies with respect to bargaining timelines, communications to the membership and others, mobilization and strike mobilization and strategy, as well as any other matter that may have an impact on bargaining in any particular round of negotiations.

3.2 Bargaining Timelines

- 3.2.1 Between six (6) months and one year before notice to bargain is to be served, the PSAC will develop the initial timeline for bargaining in consultation with the AEC Officer assigned to the bargaining unit and the Component President or designate with members in the bargaining unit, or the Directly Chartered Local President, and the SCC.
- 3.2.2 The bargaining timeline may be revised as required from time to time throughout the process of bargaining.

3.3 Input Call

- 3.3.1 At least six (6) months before notice to bargain is served, or at such time established on the bargaining timeline, the PSAC will send out the call for bargaining input from the members in the bargaining unit.

- 3.3.2 The input call will be sent to the Component with members in the bargaining unit or Directly Chartered Local and will set out the date that the input must be returned to the PSAC Negotiations Section.
- 3.3.3 The Component will forward the input call to the Local with members in the bargaining unit.
- 3.3.4 The Local will distribute the input call and any attached documents to members of the bargaining unit.
- 3.3.5 The Local will receive the bargaining input from the members of the bargaining unit and will review each demand to ensure that there is a complete rationale for the demand. The Local will also ensure that where there are multiple proposals on the same subject that one proposal will cover all aspects of the group of proposals.
- 3.3.6 The Local will forward only one proposal on each issue to the PSAC Negotiations Section, as well as to the Component where applicable, and will only forward the number of proposals set out in the input call if the input call limits the number of proposals.
- 3.3.7 The Component or the Directly Chartered Local, will review, amend and/or supplement proposals and forward to the PSAC Negotiations Section, only the number of proposals set out in the input call, and will send only one proposal for each issue.
- 3.3.8 The Component or Directly Chartered Local shall ensure that each proposal is sent electronically to the PSAC Negotiations Section within the timeframe set out in the input call. Each proposal shall contain a rationale, identify the submitting Local and shall be provided in both official languages where appropriate.

3.4 Bargaining Teams

General

- 3.4.1 Bargaining team members are required to attend all bargaining sessions and failure to do so could result in removal from the team.
- 3.4.2 Bargaining team members will be protected from loss of income and their expenses will be reimbursed according to the administrative guidelines that are amended from time to time and approved by the AEC.

Size of Bargaining Teams

- 3.4.3 The AEC will determine the size of the bargaining team taking into account the size of the unit, and its reflection of equity and occupational group diversity.
- 3.4.4 The size of a negotiating team will normally be three members with the goal of ensuring equity and occupational group diversity.
- 3.4.5 The AEC may determine that a negotiating team should be smaller than 3 members where the bargaining unit has fewer than 50 members. The AEC may determine that a bargaining team should be larger than three members for reasons such as:
- first collective agreements for larger bargaining units (for units with over 100 members)
 - negotiations for larger bargaining units (those of over 500 members)
 - wide occupational diversity in the bargaining unit
 - coalition bargaining across more than one bargaining unit

3.5 Election/Selection and Composition of Bargaining Teams

- 3.5.1 The Component or Directly Chartered Local with members in the bargaining unit shall elect the bargaining team.
- 3.5.2 The AEC in consultation with the Component or Directly Chartered Local may appoint an additional bargaining team member or members to ensure equity, linguistic and/or occupational group diversity, and to ensure the adequate representation of women.
- 3.5.3 The National President may appoint a member of the AEC and/or the NBoD to sit as a member of the bargaining team, who shall have full voice but no vote.
- 3.5.4 The National President and/or the AEC shall appoint a staff representative to sit on the bargaining team as chair of the team. This appointee shall have full voice but no vote.
- 3.5.5 The National President and/or the AEC may appoint staff representatives to sit on the bargaining team as technical advisors who have voice but no vote.

3.6 Negotiations

- 3.6.1 The bargaining team will communicate with the membership on the progress of negotiations at each stage of the negotiations process (e.g. prior to the initial exchange, at impasse, and ratification or award) or more often as appropriate and will report back to the rest of the bargaining team any relevant issues raised by the membership.

3.6.2 Bargaining team members who do not fulfill their responsibilities as a bargaining team member may be removed from the team. All removal requests are to be submitted to the AEC Officer(s) responsible for collective bargaining for the bargaining unit. The decision as to whether or not a bargaining team member is to be removed shall be made by the AEC.

3.7 Memorandum of Settlement

3.7.1 In consultation with the affected bargaining team(s), the National President or designate may engage in direct negotiations with the employer to achieve a Memorandum of Settlement.

3.7.2 Authority to arrive at Memoranda of Settlement or Letters of Understanding rests with the AEC. The AEC Officer(s) responsible for collective bargaining for the bargaining unit or designate must be consulted prior to signing a Memorandum of Settlement or Letter of Understanding.

3.7.3 The AEC Officer(s) or designate shall have the signing authority on any Memorandum of Settlement, Collective Agreements or Letters of Understanding.

3.8 Votes

Dispute Settlement Route Votes (*Public Service Labour Relations Act* units only)

3.8.1 All bargaining units governed by the PSLRA shall remain on the conciliation with the right to strike dispute settlement route. Requests to change the route to arbitration can be submitted as outlined below and, if approved, shall be in force for one round of bargaining only.

3.8.2 A dispute settlement route vote shall be taken when there has been a request by either a petition from 10 percent of the membership of the bargaining unit or when the NBoD so directs.

3.8.3 The AEC shall have the right to set deadlines for the receipt of such requests in order to allow for the scheduling of votes well in advance of the notice to bargain date. Such deadlines shall be communicated to all Components at least three months before the deadline date.

3.8.4 Approval of a change in the dispute settlement route shall be made as a result of a majority of the returned ballots, excluding spoiled ballots, or by a decision of the NBoD.

Strike Votes

- 3.8.5 The National President is the only person who may authorize a strike vote and authorize or end strike activity. Such authorization(s) shall be in writing.
- 3.8.6 Subject to the applicable legislation, strike votes shall be conducted at meetings conducted for the purpose of explaining the outstanding issues and reasons that a strike vote is necessary, except where the isolated location of the worksite or shift schedules require that special arrangements be made.
- 3.8.7 Subject to the applicable labour legislation, all employees in the bargaining unit may be entitled to vote in strike votes.

Ratification Votes

- 3.8.8 Ratification votes shall be held at meetings conducted for the purpose of explaining the terms of the tentative agreement, except where the isolated nature of the worksite or shift schedules require that special arrangements be made.
- 3.8.9 Subject to the applicable labour legislation, only employees in the bargaining unit who are PSAC members in good standing shall be entitled to vote in a ratification vote; proof of membership may be required.
- 3.8.10 When legislation provides a process where a ratification vote on whether or not employees wish to accept a tentative collective agreement is also intended to constitute a strike vote, and all employees in the bargaining unit are entitled to vote in the strike vote, the following procedure shall apply:
- a) employees in the bargaining unit who are PSAC members in good standing shall be provided with a ballot that asks whether they accept the tentative agreement or whether they reject it and authorize strike action; and
 - b) employees in the bargaining unit who are not PSAC members in good standing shall be provided with a ballot that asks whether the employee authorizes or does not authorize strike action.
- 3.8.11 AEC Officer shall have a mandate to sign a collective agreement for a bargaining unit or a coalition bargaining group when a majority of the votes cast are in the affirmative, excluding spoiled ballots.

4. DEVIATION FROM THE REGULATION

- 4.1.1 Requests for deviation from this Regulation may be made by a Component President or an AEC Officer responsible for the bargaining unit in the case of Directly Chartered Locals.
 - 4.1.2 Deviation from the Regulation requires the approval of the AEC and the Component President with members in the bargaining unit or the AEC Officer responsible for the bargaining unit in the case of Directly Chartered Locals.
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THIS REGULATION WILL BE REVISED PRIOR TO THE 2012 PSAC CONVENTION.

REGULATION 15A

Public Service Alliance of Canada

Enacted this 29th day of January 1985

(As amended May 22, 1990)

(As amended March 30, 1992)

(As amended May 27, 1993)

(As amended July 29, 2002)

**REGULATION GOVERNING THE PAYMENT OF EXPENSES
TO SPECIFIED MEMBERS OF A PSAC BARGAINING COMMITTEE
AND/OR PSAC NEGOTIATING TEAM**

1. GENERAL

- (a) This Regulation shall govern the payment of funds to specified members of the PSAC that are elected or otherwise appointed to serve on an PSAC Bargaining Committee or on a PSAC Negotiating Team representing a bargaining unit of which they are a member.
- (b) The intent is to reimburse specified members, to the extent provided herein, to assure that they do not suffer financially as a result of fulfilling the responsibility of serving on such Committee or Team.
- (c) In order to expedite reimbursement, expense claim forms (as approved by the AEC) shall be completed and submitted by the member. An explanatory instruction sheet shall be provided to the member along with the expense claim form.
- (d) Claims will be settled in accordance with the provisions of Section 4 of Regulation 15.
- (e) Where applicable, loss of salary shall include Supervisory Differential, Shift Premium, Weekend Premium, Isolated Posts Allowance, Environmental Living Cost Differential, Foreign Service Directive, Fuel & Utilities, Family Care and the rate of pay specified in the applicable collective agreement.

- (f) PSAC Bargaining Committee specified member(s) will be paid loss of salary for all normal working days, however, no payment may be claimed for days of rest and overtime may not be claimed under any circumstances.
- (g) Notwithstanding (f) above, PSAC Bargaining Committee representatives on a PSAC Negotiating Team who work on a day of rest, shall be compensated at their straight-time rate to a maximum of one (1) day's normal pay.
- (h) If a member's entitlement is increased by reason of a collective agreement being approved retroactively, it is the responsibility of the member to submit a supplementary claim to the Finance and Administration Branch.
- (i) No member of a negotiating team will be required to begin work within ten (10) hours of his/her return home after bargaining.

REGULATION 16

Public Service Alliance of Canada

Enacted this 29th day of January 1977
(As amended September 27, 1995)
(As amended January 25, 2001)

REGULATION GOVERNING THE RELOCATION OF FULL-TIME ELECTED OFFICERS OF THE PSAC CENTRE

1. The full-time elected officers of the PSAC Centre are the National President, the National Executive Vice-President and seven Regional Executive Vice-Presidents (British Columbia, North, Ontario, National Capital Region, Quebec, Prairies and Atlantic).
2. Section 18 Sub-Section (3) of the Public Service Alliance of Canada Constitution requires the President and the National Executive Vice-President to reside in the Greater Ottawa/Gatineau Area, and the Regional Executive Vice-Presidents to reside in a location as determined by the Alliance Executive Committee .
3. The purpose of this Regulation is to authorize the PSAC Centre to reimburse those actual and reasonable expenses within the limits of the Treasury Board Relocation Directive incurred by an elected officer of the PSAC Centre, spouse and dependant members of the family in relocating from one place of residence to another, either at the time of election or at the time of termination of employment as full-time elected officer.
4. A member who is elected as a full-time officer of the PSAC Centre, shall be paid relocation expenses when at the time of election such member is residing outside of the Greater Ottawa/Gatineau Area or the regional location as determined by the Alliance Executive Committee and must move so as to comply with the requirements of the Constitution.
5. Notwithstanding Section 4, the AEC is authorized to recover relocation costs, up to 100%, when an AEC Officer resigns his/her position during a first term of office. Recovery of all or part of the relocation costs paid by the PSAC can be waived by the AEC when the resignation is related to exceptional personal circumstances.
6. When a full-time elected officer of the PSAC Centre ceases to be employed as a full-time elected officer for any reason, except misconduct, such member shall be paid relocation expenses provided that:

- (a) such member was residing outside of the Greater Ottawa/Gatineau Area or the regional location as determined by the Alliance Executive Committee at the time of election; and
 - (b) such member does not accept other employment in the Greater Ottawa/Gatineau Area or the regional location as determined by the Alliance Executive Committee after the termination of employment as a full-time elected officer; and
 - (c) such member does not resign during a first term of office for other than exceptional personal circumstances as determined by the AEC; and
 - (d) such member applies for relocation expenses within three (3) months following the termination of employment as a full-time elected officer.
7. This Regulation applies to any full-time elected officer of the PSAC Centre who, prior to election as a full-time elected officer of the PSAC Centre, was a full-time elected officer of any predecessor organization or a Component and who meets the requirements of Section 5 of this Regulation.
8. A full-time elected officer who ceases to be employed as a full-time elected officer of the PSAC Centre and who applies for and is entitled to relocation expenses shall be entitled to be reimbursed those actual and reasonable expenses not exceeding an amount equal to his/her relocation expenses from the Ottawa/Gatineau Area or the regional location as determined by the Alliance Executive Committee to his/her former place of residence.
9. If a full-time elected officer of the PSAC Centre, to whom Sections 4 or 6 of this Regulation applies, dies during a term of office, his/her spouse and/or dependants shall be entitled to be reimbursed relocation expenses subject to the same conditions specified in Section 5 of this Regulation.
- Upon the request from the immediate family assistance may be paid for the transportation of the remains of the deceased officer to his/her former place of residence in accordance with the conditions specified in Section 7 of this Regulation.
10. The Alliance Executive Committee may recommend to the National Board of Directors the payment of relocation expenses to a full-time elected officer who ceases to be employed as a full-time elected officer of the PSAC Centre and who is not otherwise entitled to relocation expenses under this Regulation when the Alliance Executive Committee is of the opinion that such expenses should be paid for humanitarian reasons.

REGULATION 17

Public Service Alliance of Canada

Enacted this 28th day of May 1977
(As amended January 27, 1978)
(As amended September 26, 1981)
(As amended April 17, 1982)
(As amended May 31, 1982)
(As amended February 2, 1984)
(As amended January 31, 1985)
(As amended September 23, 1985)
(As amended May 27, 1986)
(As amended January 19, 1988)
(As amended April 22, 1988)
(As amended November 27, 1990)
(As amended October 15, 1991)
(As amended January 30, 1996)
(As amended January 28, 1997)
(As amended May 1999)
(As amended April 2000)
(As amended January 20, 2003)
(As amended February 1, 2005)
(As amended February 6, 2007)
(As amended February 4, 2009)

REGULATION GOVERNING THE TERMS AND CONDITIONS OF EMPLOYMENT FOR ELECTED OFFICERS OF THE ALLIANCE EXECUTIVE COMMITTEE OF THE PUBLIC SERVICE ALLIANCE OF CANADA

1. The purpose of this Regulation is to set up the terms and conditions of employment for the Alliance Executive Committee of the Public Service Alliance of Canada.
2. The full-time elected officers of the Public Service Alliance of Canada are the National President, the National Executive Vice-President and the seven Regional Executive Vice-Presidents.
3. The terms and conditions of employment for the full-time elected officers are as described in this Regulation.
4. **Tenure of Office**

The tenure of office of full-time elected officers shall be in accordance with the Constitution of the Public Service Alliance of Canada.

5. Entitlement to Pay

- (a) An elected officer is entitled to be paid for services rendered the remuneration applicable to the position held by the elected officer.
- (b) The pay levels of the elected officers as approved by the Convention are as follows:

Effective May 15, 2011:

(i)	National President:	\$139,733
(ii)	National Executive Vice-President:	\$118,773
(iii)	Regional Executive Vice-Presidents:	\$111,786

- (c) The salaries of the elected officers of the Alliance Executive Committee shall be increased on the 15th day of May of each year, commencing in 2009, by the increase of the average annual salary of members in the previous year.

6. Continuous Employment

For purposes of annual leave and severance pay, continuous employment for an elected officer shall comprise the total period of continuous employment from the date of certification of a bargaining unit represented by the PSAC to the date of termination of employment with the PSAC.

7. Designated Paid Holidays

An elected officer shall be entitled to designated paid holidays on the same basis as employees in the federal public service.

8. Overtime

- (a) Overtime means the requirement for an elected officer to be on official business for the PSAC on a day of rest or on a designated paid holiday.
- (b) When an elected officer is required to be on official business for the PSAC on a day of rest or on a designated paid holiday, the elected officer shall be compensated at the rate of one and one-half (1 1/2) time on Saturday and a rate of double (2) time on Sunday.
- (c) Overtime compensation on a day of rest or on a designated paid holiday shall not exceed seven (7) hours per day at the straight-time rate.

9. **Compensatory Leave**

- (a) "Compensatory Leave" means leave with pay in lieu of cash payment for overtime, and such leave with pay will be equivalent in value to the cash payment that would otherwise have been made.
- (b) Compensatory leave exceeding 15 days not used by December 31st each year will be paid in cash at the rate of pay received by the elected officer on December 31st or provisions as set out at Section 24.
- (c) If an elected officer dies or otherwise ceases to be employed, the elected officer or his/her estate shall be paid an amount equal to the product obtained by multiplying the number of days or hours of earned but unused compensatory leave by the daily or hourly rate of pay applicable to the elected officer immediately prior to termination of his/her employment.
- (d) A report of all compensatory leave shall be given annually to the NBoD Standing Finance Committee. Such report shall list all compensatory time earned by year.

10. **Leave General**

When an elected officer, who has been granted more vacation, sick or special leave with pay than was earned, dies or ceases to be an elected officer because he/she is not re-elected for another term of office, the elected officer shall be considered to have earned the amount of leave with pay granted to him/her.

11. **Sick Leave**

- (a) An elected officer shall earn sick leave credits at the rate of 1 1/4 days for each calendar month for which the elected officer receives pay for at least ten (10) days.
- (b) An elected officer shall be granted sick leave with pay when unable to perform his/her duties because of illness or injury under the same conditions that apply to all employees of the PSAC Centre.
- (c) If an elected officer has insufficient credits to cover the granting of sick leave with pay under the provision of this section, sick leave with pay may, at the discretion of the Alliance Executive Committee, be granted up to 15 days. The granting of more than 15 days' advanced sick leave to an elected officer must be approved by the National Board of Directors before sick leave with pay may be granted.

12. **Vacation Leave with Pay**

- (a) For each calendar month in which an elected officer earns at least ten (10) days' pay, the elected officer shall earn vacation credits with pay at the rate of:
 - (i) 1 $\frac{2}{3}$ days if the elected officer has completed less than 12 years of continuous employment;
 - (ii) 2 $\frac{1}{12}$ days if the elected officer has completed 12 years of continuous employment; and
 - (iii) 2 $\frac{1}{2}$ days if the elected officer has completed 20 years of continuous employment.
 - (iv) After having completed 22 years of continuous employment, an employee shall be credited with one-half ($\frac{1}{2}$) day of vacation leave for each successive year of continuous service to a maximum of five (5) additional days of vacation leave.
- (b) An elected officer shall be granted vacation leave with pay under the same conditions that apply to all employees of the PSAC Centre.
- (c) An elected officer may carry over any vacation leave credits but not in excess of one (1) year's entitlement or provisions as set out at Section 24.
- (d) Vacation leave credits with pay exceeding two (2) years' entitlement not used on December 31st each year will be paid in cash at the rate of pay received by elected officers by December 31st.
- (e) Any vacation leave with pay credited to an elected officer at the time this Regulation is enacted shall be retained by the elected officer or may, at the discretion of the elected officer, be used or paid in cash any time upon request.
- (f) If an elected officer dies or otherwise ceases to be employed, the elected officer or his/her estate shall be paid an amount equal to the product obtained by multiplying the number of days earned but unused vacation leave by the daily rate of pay applicable to the position immediately prior to the termination of his/her employment.

13. **Holiday Season Leave**

Elected Officers will be granted leave with pay for regular working days falling in the period between December 26th and January 1st.

14. **Special Leave**

An elected officer shall be entitled to special leave with pay on the same basis and under the same conditions that apply to all employees of the PSAC Centre.

15. **Other Types of Leave**

An elected officer shall be entitled to other types of leave with or without pay on the same basis and under the same conditions that normally apply to employees of the federal public service.

16. **Severance Pay**

- (a) Subject to paragraphs (b) and (c) below, when the employment of an elected officer terminates for any reason other than removal from office under Section 25 Sub-Section (1) of the Constitution, the elected officer shall be entitled to be paid one (1) week's pay at the position's current rate of pay for each completed year of continuous employment in respect of which the elected officer has not previously been paid severance pay to a maximum of 30 weeks.
- (b) Severance pay entitlement determined in accordance with paragraph (a) above shall be abated by the full amount of severance pay payable by the employer for the period of employment included in the total eligible service.
- (c) Notwithstanding paragraph (a) above, if an elected officer who terminates employment with the PSAC returns to employment with their employer, he/she shall be entitled to be paid severance pay only for the period of continuous employment with the PSAC.
- (d) If an elected officer dies during his/her employment with the PSAC, there shall be paid to the estate of the deceased an amount equal to the amount he/she would have otherwise been entitled to at the time of termination of employment with the PSAC.
- (e) For the purpose of paragraph (c) of this section, continuous employment with the PSAC means continuous employment in the PSAC Centre or a Component.

17. AEC Transition

- (a) When the employment of an elected officer terminates for any reason other than removal from office under Section 25 Sub-Section (1) of the Constitution, the elected officer shall be entitled to be paid two (2) weeks' pay at the position's current rate of pay in addition to severance pay as outlined in Section 15.
- (b) The National President may increase the amount of pay outlined in Section 17 (a) to a maximum of four (4) weeks in the event that an incoming AEC Officer requests transitional assistance from the outgoing AEC Officer.

18. Transfer of Leave

- (a) When a member is elected as a full-time elected officer of the PSAC Centre, all the unused sick and special leave credits that stand to the employee's credit in the record shall be transferred to the PSAC Centre provided that these are substantiated to the satisfaction of the PSAC Centre.
- (b) In the case of a person who, prior to election as a full-time officer of the PSAC Centre, was a full-time employee or officer in a Component, the transfer of leave shall be processed in accordance with Regulation 4.

19. Travel Expenses

An elected officer of the PSAC Centre is entitled to be reimbursed his/ her travel expenses in accordance with the PSAC Travel Policy.

20. Relocation Expenses

An elected officer of the PSAC Centre is entitled to be reimbursed his/ her relocation expenses in accordance with Regulation 16.

21. Other Benefits

An elected officer is entitled to all other benefits which are currently applicable to employees of the PSAC Centre. Any changes to additional benefits for PSAC Centre employees shall be reviewed by the Board before being applied to the elected officers.

Other benefits include the following:

- Group Life Insurance
- Accidental Death and Dismemberment

- Long-Term Disability
- Extended Health
- Employment Insurance
- Workers' Compensation
- Parking
- PSAC Pension Plan
- Canada Pension Plan/Québec Pension Plan
- Group Dental Plan
- Vision Care Plan

22. Privately-Owned Motor Vehicle Use

Elected Officers shall be entitled to a kilometric rate (in accordance with the PSAC Travel Policy), for use of a privately-owned motor vehicle on authorized business and shall be reimbursed supplementary business insurance for the vehicle, where required.

23. All bilingual elected officers shall be entitled to receive a bilingualism allowance on the same basis that applies to all employees of the PSAC Centre.
24. No additional benefits other than those described in this Regulation shall be granted to elected officers unless they are approved by the NBoD prior to their implementation.
25. Notwithstanding the provisions of sub-paragraph (9)(b) (Compensatory Leave) and sub-paragraph (12)(c) (Vacation Leave with Pay), an elected officer may request in writing that an equivalent cash value for leave in excess of the carry-over provisions be retained in a provisional account for him/her by the PSAC.

If an elected officer subsequently requested and received approval for leave, a calculation would be made using the applicable current rate of pay and his/her provisional account would be reduced accordingly.

If an elected officer subsequently requested in writing a withdrawal of funds from his/her provisional account, the account would be reduced accordingly.

REGULATION 18

RESPONSIBILITIES OF NATIONAL DIRECTORS

RESCINDED

THIS REGULATION WILL BE REVISED PRIOR TO THE 2012 PSAC CONVENTION

REGULATION 19

Public Service Alliance of Canada

Enacted this 2nd day of June 1983
(As amended February 3, 1984)
(As amended October 1, 1987)
(As amended May 22, 1990)
(As amended May 29, 1991)
(As amended March 1, 1993)
(As amended May 27, 1993)
(As amended April 15, 1997)
(As amended May 21, 1998)
(As amended May 2003)
(As amended June 8, 2004)
(As amended June 2006)

REGULATION GOVERNING MEMBERSHIP DISCIPLINE

1. The National Board of Directors, in accordance with Section 25 of the Constitution, retains the authority to suspend or expel from membership any PSAC officer or member.
2. In accordance with this Regulation, a Regional Council, Component, Local or Area Council shall have the authority to remove from an office of the body concerned any member who is found to be in contravention of the Constitution as specified in Sub-Section (5) of Section 25 or the Component, Local or Area Council By-Laws.
3. In accordance with the procedure outlined in this Regulation, a Component or Local may recommend the suspension or expulsion from membership of any member of that body.
4. Any and all charges against a member shall be placed in writing, signed by the member or members making the charge or charges, and shall be submitted to the member(s) concerned and the appropriate body for consideration.
5. Any charge or charges which are found to be frivolous or intended to harass, embarrass, or discredit a member or members may result in disciplinary proceedings under Section 25, Sub-Section (5) (e) and/or (g).
6. The procedure for the handling of disciplinary charges at the Local level shall be as follows:

- (a) The Local shall establish an internal or external impartial review committee consisting of three (3) people to investigate and assess the charges, including the receipt of oral and written evidence.
- (b) The member(s) charged with misconduct shall be provided a copy of the charges and, both the members making the charge and member(s) charged will be afforded the right to appear before the Committee.
- (c) The Committee findings and recommendations shall be submitted to the Local executive and, if disciplinary action is recommended, the Committee's report shall be placed before a special or general meeting of the Local and shall be subject to the acceptance of two-thirds (2/3) of those members in attendance; except only that the member(s) initiating disciplinary action against another member(s), and the accused member(s) shall be denied voice and vote during the decision-making process.
- (d) Reports of the Committee established in Section 6 (a) of this Regulation shall consist of one or two parts depending on whether the allegation is upheld by the Committee.
- (e) Part I: will include a finding of fact that either confirms or not that the members have violated the PSAC Constitution or Component, Local, Regional Council or Area Council By-Laws. This part of the report cannot be amended, however is subject to a simple majority vote to receive it.

Part II: would recommend the specific disciplinary action in the event that the Committee finds that the member or members have violated the PSAC Constitution or Component, Local or Area Council By-Laws.
- (f) If the Local meeting accepts a recommendation of removal from office, the Local executive shall convey that decision to the member or members concerned together with written notice that an appeal may be submitted to the Component national body.
- (g) If the Local meeting accepts a recommendation to suspend or expel from membership, the Local executive shall forthwith advise the Component President in writing together with all relevant documentation. The Component President, after satisfying himself/herself of the seriousness of the offence, shall submit the matter to the National Board of Directors for decision.

7. A charge or charges against elected officers of a Component national body shall be submitted to that body in writing and shall be dealt with as follows:

- (a) The members of the national body against whom the charge or charges have not been alleged shall appoint an internal or external impartial review committee of three (3) people to investigate and assess the charges and receive evidence.
- (b) The member(s) charged with misconduct shall be provided a copy of the charges and, both the members making the charge and those member(s) charged will be afforded the right to appear before the Committee.
- (c) The Committee findings and recommendations shall be submitted to the Component national body and, if disciplinary action is recommended, shall be subject to acceptance by a two-thirds (2/3) majority vote of those members against whom the charge or charges have not been alleged, except only that the member(s) initiating disciplinary action against another member(s), and the accused member(s) shall be denied voice and vote during the decision-making process.
- (d) Reports of the Committee established in Section 7 (a) of this Regulation shall consist of one or two parts depending on whether the allegation is upheld by the Committee.
- (e) Part I will include a finding of fact that either confirms or not that the member or members have violated the PSAC Constitution or Component, Local or Area Council By-Laws. This part of the report cannot be amended, however, is subject to a simple majority vote to receive it.

Part II would recommend the specific disciplinary action in the event that the Committee finds that the member or members have violated the PSAC Constitution or Component, Local or Area Council By-Laws.

- (f) If the recommendation is to remove from office, written notice to that effect shall be given to the officer or officers concerned together with the notice that an appeal to the National Board of Directors may be lodged.
 - (g) If the recommendation is to suspend or expel from membership, the Component President shall submit such recommendation to the National Board of Directors together with all relevant documentation.
8. The procedure for the handling of disciplinary charges at the Area Council level shall be as follows:
- (a) The Area Council shall establish an internal or external impartial review committee consisting of three (3) people to investigate and assess the charges, including the receipt of oral and written evidence.

- (b) The member(s) charged with misconduct shall be provided a copy of the charges and, both the members making the charge and those member(s) charged will be afforded the right to appear before the Committee.
- (c) The Committee findings and recommendations shall be submitted to the Area Council executive and, if disciplinary action is recommended, the Committee's report shall be placed before a special or general meeting of the Area Council and shall be subject to the acceptance of two-thirds (2/3) of those members in attendance, except only that the member(s) initiating disciplinary action against another member(s), and the accused member(s) shall be denied voice and vote during the decision-making process.
- (d) Reports of the Committee established in Section 8 (a) of this Regulation shall consist of one or two parts depending on whether the allegation is upheld by the Committee.
- (e) Part I: will include a finding of fact that either confirms or not that the member or members have violated the PSAC Constitution or Component, Local or Area Council By-Laws. This part of the report cannot be amended, however, is subject to a simple majority vote to receive it.

Part II: would recommend the specific disciplinary action in the event that the Committee finds that the member or members have violated the PSAC Constitution or Component, Local or Area Council By-Laws.

- (f) If the Area Council meeting accepts a recommendation of removal from office, the Area Council executive shall convey that decision to the member or members concerned together with written notice that an appeal may be submitted to the Alliance Executive Committee through the Executive Vice-President responsible for Area Councils.
9. A charge or charges against an officer of the National Board of Directors shall be submitted in writing to the Alliance Executive Committee, except as provided in Section 10, and shall be dealt with as follows:
- (a) The Alliance Executive Committee shall appoint an internal or external impartial review committee of three (3) people, against whom the charge or charges have not been alleged, to investigate and assess the charges including the receipt of oral and written evidence.

- (b) The officer or officers charged with misconduct shall be provided a copy of the charges and, both the members making the charge and those officer(s) charged will be afforded the right to appear before the Committee.
- (c) The Committee findings and recommendations shall be submitted to the National Board of Directors and, if disciplinary action is recommended, shall be subject to acceptance by a two-thirds (2/3) majority vote of those Board members against whom the charge or charges have not been alleged, except only that the member(s) initiating disciplinary action against another member(s), and the accused member(s) shall be denied voice and vote during the decision-making process.
- (d) Reports of the Committee established in Section 9 (a) of this Regulation shall consist of one or two parts depending on whether the allegation is upheld by the Committee.
- (e) Part I will include a finding of fact that either confirms or not that the member or members have violated the PSAC Constitution or Component, Local or Area Council By-Laws. This part of the report cannot be amended, however, is subject to a simple majority vote to receive it.

Part II would recommend the specific disciplinary action in the event that the Committee finds that the member or members have violated the PSAC Constitution or Component, Local or Area Council By-Laws.

- 10. Where a charge or charges of misconduct is alleged against an officer of the Alliance Executive Committee, the written allegation shall be submitted directly to the National Board of Directors and, at its next regular meeting, the National Board of Directors shall establish an internal or external impartial review committee to deal with the matter in accordance with Section 9 (b) and (f) inclusive.
- 11. Any member charged with misconduct shall not be a member of the Committee established to investigate the allegation(s), and shall not participate in the vote to accept or reject the findings and recommendations of such a committee. For greater clarification, where more than one member is charged with a similar offence, such as crossing a picket line (Section 25, Sub-Section (5) (n)), the member(s) charged will not be member(s) of the Committee established to investigate the allegation(s), and shall not participate in the vote to accept or reject the findings and recommendations of such a committee.

12.
 - (a) A decision to implement disciplinary action under the provisions of Sub-Sections (1) or (2) of Section 25 of the Constitution, the applicable Component, Local or Area Council By-Laws may be appealed to a three-person tribunal empowered to hear appeals. A written notification of the individual's intent to appeal must be submitted to the National President within sixty (60) calendar days of receipt of the disciplinary notification.
 - (b) The Tribunal shall be comprised of a representative of the appellant, a representative of the appropriate PSAC body and a third independent person agreed to by both parties or appointed by an appropriate labour organization such as a Canadian Labour Congress affiliated union, a Federation of Labour or the Canadian Labour Congress, as determined by the AEC. The appellant shall not be a member of the Appeal Tribunal. The representative of the appropriate PSAC body must not have a conflict of interest in the outcome nor have been involved in the process or the decision to suspend.
 - (c) The decision of the Tribunal shall be final and binding on all parties to the appeal.
13. The Tribunal shall be established within a two-month period unless the timeframe is extended by:
 - (a) mutual agreement of the parties concerned; or
 - (b) the AEC if it determines that extenuating circumstances prohibit the establishment of the Tribunal within the above-noted timeframe.
14. The PSAC Centre shall be responsible for the cost of the hearing and the expenses of the Chairperson except as follows:
 - (a) Each party will be responsible for his/her own expenses, except that if the appellant's appeal is successful, the appellant may be entitled to reasonable expenses as determined by the National Board of Directors. Such expenses shall be paid by the applicable level of the Public Service Alliance of Canada.
 - (b) The expenses of the member of the Tribunal appointed by the appellant, including any per diem or salary required, shall be borne by the appellant.
 - (c) When a PSAC Component/Local or Area Council takes disciplinary action against a member and an appeal is lodged with the Public Service Alliance of Canada, the PSAC Component/Local or Area Council member of the Tribunal will be appointed by that Component/Local or Area Council, and the Component/Local or Area Council will be solely responsible for his/her expenses.

- (d) Each party shall normally be responsible for any expenses incurred as a result of testimony from any witness they wish to call. However, where the appeal is upheld, the appellant may, in extenuating circumstances, request full or partial payment of reasonable expenses incurred by witnesses for the appellant. Such expenses, whose reasonableness shall be determined solely by the National Board of Directors, shall be paid by the applicable level of the Public Service Alliance of Canada.
15. Upon submission of supporting documents, a member(s) may seek reinstatement of their membership through the appropriate level of the PSAC. Should a request for reinstatement of membership be denied, the member(s) concerned may appeal the decision to the National Board of Directors whose decision is final and binding.
16. Notwithstanding the above, the removal from office provisions of this Regulation shall be deemed to have been complied with by a Component under the following conditions:
- (a) When provision is made in the Component By-Laws for a referendum vote of the membership of the particular constituency represented by the officer proposed for removal from office.
- or
- (b) When, in the case of an officer who was elected by representatives rather than by direct membership election, provision is made in the Component By-Laws for a vote by representatives of the particular constituency represented by the officer proposed for removal from office.
17. Notwithstanding the procedures contained in the previous paragraphs of this Regulation, disciplinary action may be initiated in accordance with Section 25 of the PSAC Constitution at a higher level than where the actions giving rise to disciplinary action occurred.
18. The procedure for dealing with any disciplinary situation which may arise which is not specifically covered under this Regulation shall be deemed to be covered and processed within the spirit and intent of this Regulation.
19. Notwithstanding any previous provisions of this Regulation, in the case of an alleged violation of Section 25, Sub-Section (5) (n) of the PSAC Constitution, the following procedures may be utilized:

- (a) At the Local level, the alleged violation of Section 25, Sub-Section (5) (n) will be signed by a Local member and submitted to the Local Discipline Committee or Local Executive for study and recommendation to a general membership meeting. The member alleged to have violated Section 25, Sub-Section (5) (n) will be notified in writing, notified of the general membership meeting and given an opportunity to make representation at the Local meeting. The decision of the general membership meeting will be forwarded to the Component President in writing together with all relevant documentation. The Component President, after satisfying himself/herself that the proper procedure has been followed, shall submit the matter to the National Board of Directors for decision.

or

- (b) At the Component national or regional level, upon receipt of an alleged violation of Section 25, Sub-Section (5) (n) signed by a Local member, an assigned Component National Officer shall notify the member charged, conduct an investigation providing an opportunity for the member charged to make representation and prepare a written report for the Component President. The Component President shall submit the written report to an executive body of the Component for its review and recommendation. The Component President, after satisfying himself/herself that the proper procedure has been followed shall submit the matter to the National Board of Directors for decision.

REGULATION 20

Public Service Alliance of Canada

Enacted this 3rd day of June 1988
(As amended May 29, 1996)
(As amended May 21, 1998)
(As amended June 2006)
(As amended February 4, 2009)

REGULATION GOVERNING CERTIFICATION OF A LOCAL OR PROVINCIAL UNION

A) LOCAL OR PROVINCIAL UNION CERTIFICATION

1. Where required by provincial labour legislation, a local or provincial union chartered by the PSAC may seek certification in its own name.
2. A local or provincial union chartered by the PSAC may subsequently be assigned to a Component of the PSAC in accordance with Section 7, Sub-Section (4) of the PSAC Constitution.

B) COLLECTIVE BARGAINING PROCEDURES OF A LOCAL OR PROVINCIAL UNION CERTIFIED IN ACCORDANCE WITH THIS REGULATION

1. Locals and provincial unions certified in accordance with this Regulation shall:
 - (a) establish standing bargaining committees to prepare bargaining proposals based on a review of membership experience under their collective agreement and receive bargaining proposals from local or provincial union members;
 - (b) forward, at the appropriate time, bargaining proposals to the appropriate PSAC Regional Office on an approved form and in accordance with the established timetable; and
2. Standing bargaining committees shall be composed of the PSAC Regional Executive Vice-President or a representative of the Regional Executive Vice-President, not more than five (5) members of the bargaining unit elected by the membership, and may include one (1) member from the Component to which the local or provincial union has been assigned.
3. The PSAC Regional Executive Vice-President may delete or amend demands proposed by a local or provincial union standing bargaining committee which:

- (a) are harmful to other bargaining units; and
 - (b) are contrary to the good and welfare of the union.
4. A local or provincial union negotiating team (PSAC Negotiating Team) shall consist of the PSAC Regional Executive Vice-President or a staff representative of the Regional Executive Vice-President, and not more than five (5) members elected from among the membership of the bargaining unit. Only members of the bargaining unit on the bargaining committee will be entitled to vote in such election. Members nominated to serve on the negotiating team must have given prior agreement of their willingness to serve.
 5. A local or provincial union negotiating team will be chaired by the PSAC Regional Executive Vice-President or a staff representative of the Regional Executive Vice-President. All members of the negotiating team will have full voice and vote, except that when a staff representative is appointed to represent the Regional Executive Vice-President on the negotiating team, the staff representative will have no vote.
 6. The local or provincial union negotiating team is responsible for concluding Memoranda of Settlement (including Letters of Understanding) with the employer through the process of collective bargaining.
 7. A proposed Memorandum of Settlement (including Letters of Understanding) shall be reviewed by the PSAC Regional Executive Vice-President prior to being sent to the membership for ratification.

C) VOTING AND RATIFICATION PROCEDURES

1. All votes shall be authorized by the local or provincial union executive and be conducted under the authority of the appropriate PSAC Regional Office.
2. All bargaining unit members in the local or provincial union shall be eligible to vote.
3. All votes shall be by secret ballot.
4. The PSAC REVP shall develop specific guidelines for the conduct of balloting by Regional Offices.
5. All voting kits shall state the purpose of the vote, contain precise voting instructions and, in the case of ratification votes, identify all amendments, additions and deletions to the collective agreement.

6. A collective agreement for a local or provincial union bargaining group will be signed by the PSAC REVP and the local or provincial union president when a majority of the votes cast during a ratification vote are in the affirmative, excluding spoiled ballots.

D) STRIKE AND/OR STRIKE VOTE AUTHORIZATION

1. The local or provincial union president may authorize a strike vote following consultation with the PSAC REVP if:
 - (a) the bargaining procedures established by appropriate labour legislation fail to result in a tentative agreement;
 - (b) at any time, a recommendation that a strike vote be taken is made in writing, signed by a majority of the members of the local or provincial union negotiating team and approved by the PSAC REVP.
2. The PSAC REVP may authorize a strike when the majority of members voting in a ratification vote, excluding spoiled ballots, rejects a proposed Memorandum of Settlement.

E) STRIKE FUND

Members of a local or provincial union will receive strike pay in accordance with the provisions of PSAC Regulation No. 6 if the strike is authorized by the local or provincial union president and sanctioned by the PSAC REVP.

F) REPRESENTATION AT PSAC NATIONAL BOARD OF DIRECTORS' MEETINGS AND PSAC CONVENTIONS

1. A local or provincial union will be represented on the PSAC National Board of Directors by the PSAC REVP or its Component President or his/her alternate.
2. For the purpose of representation at any National Convention of the PSAC each local or provincial union's delegate entitlement shall be determined by Section 19 of the PSAC Constitution.

G) PAYMENT OF DUES

Payment of dues by a member of a local or provincial union shall be in accordance with Section 24 of the PSAC Constitution.

H) PRESENTATION OF GRIEVANCES

The preparation and presentation of grievances shall be the responsibility of the local or provincial union except that:

- (a) the decision to proceed with a grievance to arbitration or adjudication will be the responsibility of the PSAC REVP acting upon a recommendation of the local or provincial union; and
- (b) the PSAC Centre shall be responsible for representation of members at arbitration or adjudication.

I) AUTHORITY

1. The PSAC REVP is hereby delegated the authority of the PSAC National President for locally or provincially certified bargaining units in his/her region.
2. If the applicable legislation requires residency in the province, the National President, in consultation with the Regional Executive Vice-President, may delegate the above-noted authority to a PSAC Official or a member in the province.

J) ISSUANCE OF A CHARTER

A local or provincial union chartered by the PSAC shall be issued a charter signed by the PSAC National President in a form approved by the Alliance Executive Committee.

K) LOCAL OR PROVINCIAL UNION BY-LAWS

A local or provincial union shall establish by-laws and policy for its operation and such by-laws and policy shall be fully consistent with the Constitution of the PSAC, Component By-Laws, and this Regulation, and shall in no way contravene their provisions.

REGULATION 21

Public Service Alliance of Canada

Enacted this 25th day of September 1996
(As amended June 2006)

REGULATION GOVERNING PSAC ELECTION EXPENDITURES

1. This Regulation may be cited as the "PSAC Election Expenditures" pursuant to Section 18 of the Constitution.
2. The spending limit for candidates for PSAC Executive Office shall be as follows:
 - For the office of National President - \$6,000
 - For the office of National Executive Vice-President - \$4,800
 - For the office of Regional Vice-Presidents - \$3,600

A candidate who runs for more than one office shall be subject to the limit for the higher office.

3. The cost of suite/rooms shall not be included in the spending limit.
4. Donated literature; posters; handouts; buttons and other paraphernalia; food and refreshments shall be included in the spending limit.
5. The spending limit shall begin six (6) months prior to the commencement of a PSAC Convention.
6. Each candidate shall submit a report of campaign expenses to the National Board of Directors within three (3) months of the date of the election, and the NBoD will refer the reports to the Standing Finance Committee or other body for review at its discretion.
7. The expense report shall be accompanied by supported invoices for all expenses.
8. Failure to submit an expense report or spending in excess of the limits mentioned in Section (2) may result in disciplinary action under Section 25 of the PSAC Constitution.

REGULATION 22

Public Service Alliance of Canada

Enacted this 28th day of January 1998

REGULATION GOVERNING THE OPERATION OF A PSAC RETIREES' ASSOCIATION Section 4, Sub-Section (11)

1. The Association shall establish a Constitution and policies for its operations and such Constitution and policies shall be fully consistent with the Constitution of the PSAC and shall in no way contravene its provisions.
2. The Association has the right to hold conventions or meetings as outlined in its own Constitution and shall be solely responsible for all costs involved in such conventions and meetings.
3.
 - a) The Association shall have the right to elect its own officers in accordance with procedures outlined in its Constitution.
 - b) The National President of the PSAC or his/her nominee shall have the right to attend all meetings and conventions and to speak when requested.
4.
 - a) Membership in the Association may be extended to retired associate members and retired members of the PSAC.
 - b) The Association shall establish its own dues or membership fees and shall control its own revenue and expenditures.
5. The Association may become affiliated with other similar organizations which promote and advance their common interests.

REGULATION 23

Public Service Alliance of Canada

Enacted this 27th day of September 2000
(As amended February 4, 2009)
(As amended June 2010)

REGULATION GOVERNING FINANCIAL ACCOUNTABILITY AND THE OPERATION OF THE STANDING FINANCE COMMITTEE OF THE NATIONAL BOARD OF DIRECTORS

A) Composition of the Standing Finance Committee

1. The Standing Finance Committee of the NBoD shall consist of four members: three (3) members of the Board excluding AEC Officers - elected by members of the NBoD other than AEC Officers during the first NBoD meeting following Triennial Conventions of the PSAC - and the AEC Officer responsible for Finance.
2. The Standing Finance Committee shall elect its own Chairperson.
3. In the event that a vacancy occurs on the Standing Finance Committee from amongst the NBoD members (except the AEC Officer responsible for Finance), the vacancy will be filled at the next meeting of the NBoD.

B) Mandate of the Standing Finance Committee

The Committee shall:

1. Meet when necessary.
2. Meet with the Director of the Finance Branch before each regular meeting of the National Board of Directors, to review past and future expenditures and proposals to the NBoD for which there is no budget.
3. Review all financial statements and support documentation on an ongoing basis, and provide comments to the AEC and NBoD where the Committee feels appropriate.
4. Provide reports on the state of the PSAC's financial situation to the AEC and the NBoD that includes its comments and recommendations, and the responses from the AEC and the NBoD.

5. Provide a written report to each National Triennial Convention of the PSAC through the Convention Finance Committee on all issues that it has addressed during its term, and identify all expenditures funded out of the PSAC Membership Asset Fund.
6. Review any reports provided to it by the Board of PSAC Holdings Ltd on any major costs for repairs, renovations, etc., and submit any comments that it has to the Board of PSAC Holdings Ltd for its consideration.

C) Responsibility of the AEC to the Standing Finance Committee

1. The AEC will provide all relevant financial information to the Standing Finance Committee in a timely way, and provide a written reply to any comments or recommendations that it receives from the Standing Finance Committee within six weeks of receipt of the comments and recommendations.
2. Ensure that the Chair of the Standing Finance Committee is advised at the outset of internal deliberations that may result in a future expenditure that is outside the approved budget.

D) Responsibility of the NBoD to the Standing Finance Committee

1. The National Board of Directors shall review the reports of the Standing Finance Committee and ensure that expenditures not exceed revenues, unless such expenditures are essential to the operation of the PSAC and in the best interest of the PSAC membership.

E) Expenditures withdrawn from the PSAC Membership Asset Fund (MAF)

1. Except in extraordinary circumstances, funds from the PSAC MAF should only be drawn to cover expenditures that are in excess of approved budget allocations to pay for extraordinary expenses or incurred as a result of circumstances or conditions either unexpected or beyond the PSAC's control. Extraordinary circumstances would include PSAC dues being cut off during a strike, meeting the PSAC's legal obligations, and adjusting the PSAC budget during a period of declining revenue.
2. Funds shall only be requested from the PSAC MAF when no other approved budgetary funds are available and failure to provide such emergency funds would be detrimental to the welfare of our members.

3. Such requests for funds from the PSAC MAF shall be reviewed by the Standing Finance Committee and provided to the NBoD in advance, with comments and recommendations from the Standing Finance Committee.
4. The NBoD will annually consider a transfer into the MAF in order to maintain the current objective of 3.5 months revenue reserve, based on the recommendation of the AEC and the Standing Finance Committee.

F) Expenditures withdrawn from the PSAC Contingency Reserve Fund (CRF)

1. The CRF is a reserve fund established to address non recurring expenditures not foreseen in the normal convention budgeting process.
2. Annually, the NBoD will consider a transfer into the CRF, based on the recommendation of the AEC and the Standing Finance Committee.
3. Expenditures, in excess of \$800,000 drawn from the CRF will require prior approval from the NBoD.