PSAC Young Worker Committee Handbook

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

Ce guide est disponible en français et en version numérique

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Message from the Alliance Executive Committee (AEC)

It is often said (especially by older activists) that the future of our union rests with young members. The truth is young members are critical to our union's strength now—today— not down the road. This is why PSAC has stepped up efforts to establish and support networks of young workers across the country. This work is being driven by young members primarily through **Regional Young Worker Committees.**

Thanks to the hard work of young members, PSAC's Constitution was amended in 2012 to formally recognize Regional Young Worker Committees and they are funded through the PSAC budget, just as other regional committees are.

Role of Regional Young Worker Committees

Committees are expected to identify issues of concern to young PSAC members, and to develop action plans to address priority concerns. In recent years, Young Worker Committees have developed initiatives to address:

- precarious and term employment;
- the push by employers to pay newly hired employees less than those already employed; and
- inadequate or non-equistant pension coverage for young workers.

PSAC's Young Worker Committees have championed campaigns to raise the minimum wage, improve access to affordable child care, and obtain a publicly-funded child care program for all.

Young Worker Committees are a vehicle for younger and newly active members to plug into their union. The committees are a great learning ground for how to do things differently; they encourage thinking outside of the box.

Building Strength

This handbook provides information and tools to assist Regional Young Worker Committees to get started or expand their work. It explains the procedures and regulations that pertain to regional committees, and it provides guidance for building an effective committee and leading successful initiatives.

PSAC's Regional Young Worker Committees can make a difference. Young Worker Committees can engage young members in our union in a unique way. They ensure that our entire union addresses the problems facing young workers in order to make meaningful gains and bring about real change. You have the full support of PSAC's leadership in carrying out this mandate and an open invitation to speak with any one of the Alliance Executive Committee members if you have any questions at any time or need support in your endeavours.

In solidarity,

The Alliance Executive Committee

Section I

Forming a Regional Young Worker Committee

Regional Young Worker Committees are part of the formal structure of the Public Service Alliance of Canada. They receive their mandate and authority from the PSAC Constitution, Section 15.

These committees serve an important purpose in our union including increasing the participation of members age 35 and under.

Regional Young Worker Committees are fully funded by PSAC.

MEMBERSHIP

A local can have one or more members participate on the committee.

However, each local is entitled to one official representative on the committee who can vote, for decision-making purposes. If more than one local representative attends, then a decision is made from amongst the local's young workers attending the meeting, as to who will be the official representative who can vote.

If a local has both a member on the executive of the regional committee and a representative on the committee, then the executive committee member casts their vote as an executive member, and the local representative to the committee casts their vote on behalf of their local. These two members are acting in different capacities at the regional committee and their votes are representing different bodies of the regional committee.

The PSAC National President and the Regional Executive Vice-President (REVP) will have ex-officio status on the committees and will provide direction and guidance on the functioning of the committees.

STEPS TO FOLLOW

The PSAC regional council representative responsible for young workers is available through the regional office to assist members who wish to initiate the formation of a Regional Young Worker Committee. Following are the steps involved:

- Interested members submit motions to their locals, e.g., "Be it resolved that our local initiate steps to form a regional (type of committee) committee in (name of region)."
  - Members should be prepared to speak in support of the motion. It is also useful to discuss the proposed committee with the local executive officers prior to the motion being presented. This gives the executive an opportunity to ask questions and learn about the role of the committee.
- Where the local belongs to a component, the local president writes to the component president to request the component seek approval from the Alliance Executive Committee (AEC) to form a Regional Young Worker Committee. The component submits the request to the Regional Executive Vice-President responsible for that region.
  - In the case of directly chartered locals (DCLs), the local president writes to the Regional Executive Vice-President responsible for that local, requesting approval to form a Regional Young Worker Committee.
- When at least three components or directly chartered locals have submitted a request from a given geographic area, the responsible Regional Executive Vice-President places these requests before the AEC for approval. (Note: There may be exceptions to this requirement if there are not enough components and/or directly chartered locals in the geographic area and there is evidence that the committee can be viable).
- Once approval is granted, all locals in the jurisdiction of the proposed Regional Young Worker Committee are notified. Also, at this time, the committee may request a start-up grant to cover the expenses of initial organizing activities. A grant of $500 is available for this purpose.
- A founding meeting of the approved committee is held. At this meeting, the committee receives its charter and officially becomes an established Regional Young Worker Committee. The members in attendance decide who will be the official representatives from their respective locals. They also choose a chairperson, treasurer, and secretary. The PSAC staff representative should be in attendance.

Section II

The Roles and Responsibilities of Regional Young Worker Committees

WHY REGIONAL YOUNG WORKER COMMITTEES?

- to implement and take action on union priorities and campaigns and municipal and/or regional campaigns pertaining to young workers
- to have a safe space where young workers can discuss their issues
- to examine, educate and advocate for issues related to young workers
- to mobilize and empower young members to participate in the union, their workplaces and their communities
- to network and work side-by-side with young workers in their region and the labour movement so that the union is more inclusive

SOME TYPICAL PROJECTS AND ACTIVITIES MIGHT INCLUDE:

- developing action plans to implement union priorities and strengthen campaigns
- collaborating with community groups to hold special events such as demonstrations, marches, conferences, issue forums and other activities designed to focus public attention on important issues
- working as allies and supporting organizations that focus on young peoples' issues in our communities
- conducting special education seminars and skills building workshops
- conducting strategy sessions to advance young workers' issues in the union and workplaces, such as how to gain support for collective bargaining demands and for convention resolutions.

These are just a few examples of what a regional committee can do to engage PSAC young members and the union's presence in the region. New ideas for building support and promoting activism are encouraged and welcome. What we do know from experience is that the best results occur when the focus is on actions that are creative with goals that are achievable.

Guidelines for Regional Young Worker Committees Structure

LOCAL REPRESENTATION

The PSAC Constitution (Section 15, sub-section 3) reads:

> "Regional [...] Young Worker Committees […] shall consist of representatives who should come from each component with members in the jurisdiction of the [...] Young Worker Committees".

All locals within the geographic area shall be notified in writing of Alliance Executive Committee approval and should be requested to select young worker representatives to the Regional Young Worker Committee.

A local can have one or more young worker members participate on the committee. However, each local is entitled to one official representative on the committee who may vote, for decision-making purposes (e.g. recorded vote election for positions on committee and area council or delegate selection for conventions and conferences).

If more than one representative attends from a local, then a decision is made from amongst the young worker members from that local attending the meeting as to who will be the official representative who can vote.

If a local has both a member on the executive of the regional committee and a representative on the committee, then the executive committee member of the regional committee casts their vote as an executive member, and the local representative to the committee casts their vote on behalf of their local. These two members are acting in different capacities at the regional committee and their votes are representing different bodies of the regional committee.

For all other matters, all committee members in good standing can fully participate and have voice in the decisions made by the committee.

The representative from each local shall be responsible for liaising with their local, the PSAC regional representative assigned to young workers, and component officers holding the young workers portfolio, ensuring all of the above are informed of the regional committee activities.

Each committee shall elect a treasurer and a secretary. The committee may elect a chairperson or may rotate chairing of the meeting. If there is a rotating chair, then the treasurer or the secretary will be the lead contact on the committee for the purposes of corresponding with their REVP. The committee may designate other positions and may structure subcommittees if required. The term of office shall be for one year.

OBSERVERS

Observers who are 35 years of age or younger shall have voice but no vote unless the committee decides for specific periods that they shall not have voice.

ALLIES

In order to provide a "safe space" for young worker members to discuss their issues, meetings are not open to allies, except when invited by the committee (e.g. guest speaker, an event organized to raise awareness, etc.). When allies do attend meetings then they do so as observers.

MEETINGS

As per section 15(4) of the PSAC Constitution, Regional Young Worker Committee meetings shall be held at least four times a year.

The committee will determine which meeting expenses will be reimbursed and will do so from the operating budget submitted to and approved by the responsible REVP.

Each meeting should have a financial report that includes the current bank balance, expenses and revenue received since the last meeting. Any other issues that need to be reported to the committee should be included and recorded in the minutes.

Meeting notices should be sent out a minimum of two weeks in advance to ensure time for circulation. The notice should indicate if any decisions need to be made.

It should be noted that Regional Young Worker Committees should select/elect a representative to their respective area council, unless there is already a process in the region or by-laws that outlines who sits on area councils. This representative will have full voice and vote at area council meetings.

Quorum consists of three (3) executive members for meetings of the committee executive, and five (5) members for general membership meetings, which must include three (3) members of the committee executive.

MINUTES

Minutes of the meetings shall be forwarded within 30 days to the Regional Executive Vice-President and the regional council representative responsible for young workers and copied to the assigned regional office.

Minutes will be finalized/approved by the committee at their next meeting.

Roles of Executive Committee Members

Chairperson(s)

The chairperson(s) shall be responsible for the affairs of the regional committee between meetings.

The chairperson(s) will be responsible to liaise and provide reports to the REVP, regional council representative (if they are not the representative themselves) and the regional staff assigned to the committee after each meeting.

The chairperson(s) will facilitate any meetings of the regional committee held during their term. The chairperson(s) will ensure that committee members are provided with information from the REVP, regional council representative or staff in a timely fashion. The chairperson(s) will be responsible for the agenda and the callout for agenda items in advance of the meeting date.

Secretary

The secretary shall be responsible for taking the minutes at all regular and special meetings which will be provided to the chair for approval and distribution at the next meeting.

The minutes must be provided to the REVP, regional council representative and staff assigned within 30 days after the meeting.

Treasurer

The treasurer shall provide up-to-date financial information for the committee to the chair and the rest of the committee at each meeting.

The treasurer will prepare and present an annual financial report to the committee and submit it to the REVP, regional council representative and staff assigned to the committee.

The treasurer will present an annual budget to be approved by the committee before it is presented to the regional council representative for approval.

Support for the Committee

PSAC regional staff assigned to the committee will provide logistical and technical support to the committee (i.e. booking meeting rooms, translation requests, etc.) and assist the committee to fulfill its mandate.

Operating Regional Young Worker Committees

Although regional committees are decision-making bodies, there are certain requirements that apply to aspects of the committee's operations, specifically meetings, minutes, votes, operating budgets, and other sources of funding.

ANNUAL BUDGET

Central to a committee's effective operation is the annual budget. This determines the amount of funds the committee will require to carry out its activities.

What's in a budget?

The budget should be prepared for a fiscal period January 1 to December 31, and should include meeting expenses, operating expenses, including lost wage requirements, and project costs. Project costs should be itemized separately and priorities identified if more than one project is planned.

To whom and when do we submit the budget?

The proposed budget, as adopted by the committee, is submitted to the Regional Executive Vice-President. In some regions, the proposed budget will also need to be submitted to the regional council representative responsible for young workers. The proposed budget should be copied to the assigned regional office/regional representative. Once approved, funds are disbursed to the committee.

The budget should be submitted as soon as possible after the committee is established. For subsequent years, the annual budget should be submitted, along with the year-end financial report and bank balance. Check with your regional office or REVP about established timelines and deadlines.

A budget or a specific funding proposal may be submitted during the year to the REVP for approval if an issue or event occurs after the budget was initially approved. For example, the Regional Young Worker Committee may become aware of a union campaign that needs immediate action, and thus, the committee may need to resubmit a budget to undertake the actions or activities required for the campaign.

Approval by the REVP is required prior to the committee seeking other sources of funding.

ACCOUNTING AND REPORTING

The regional committee should maintain a chequing account with a financial institution. A minimum of three members, one of whom is the treasurer, should be selected as signing officers for the account. Cheques must have two signatures. A signatory should not include the person who the cheque(s) is/are made out to. Proper records of receipts and disbursements MUST be maintained throughout the year, including a record indicating the breakdown for each cheque and expense.

When preparing to issue cheques, the following should be considered:

- Is the expense related to an activity that is on your approved annual budget allocation? If not, has approval for the expense been requested from the REVP's office?
- Was the expense approved at a committee/council meeting (either by vote or consensus) ?
- Do you have documentation, such as a receipt or email to attach to your financial records?

The Regional Young Worker Committee is also responsible for preparing and submitting annual financial reports for the year ending December 31 to the REVP and regional council representative responsible for young workers. The annual report should record expenditures for the year and indicate how they compare with the total budget. All bank statements for each month must also be attached to this report.

Continued funding in any given year is only granted upon presentation of a budget or proposal budget and the prior year's financial reports and meeting minutes in the appropriate format and any other document required by the REVP.

Sample Year-End Financial Report

YEAR-END FINANCIAL REPORT OF (NAME OF REGION)
REGIONAL YOUNG WORKER COMMITTEE

REVENUES:

Regional Committee Allocation (must name sources) (e.g. national funding)	$3,000.00
Other (name sources - e.g. donation from local 1234 for AB project)	$275.00
	$3,275.00

EXPENSES:

Meetings (breakdown of expenses such as food, per diems, taxi, etc.)	$575.00
Newsletter	$175.00
Education (on employment equity on June 1, 2018) *	$1,050.00
Travel (for xx event on Feb. 14, 2018) *	$175.00
Loss of Salary (for xxx event on Feb 14, 2018)	$425.00
Coalition Work (with ABCs Group) *	$385.00
Administration (e.g. Bank costs)	$3.00
Total Expenses	$2788.00

* Financial reports should be accompanied by summary activity reports which would give more details on the expensed items.

EXCESS OF REVENUES OVER EXPENDITURES : $497.00

RECONCILIATION:

Bank Balance at December 31, 2018	$732.00
Less: Outstanding Cheque #5	($60.00)
Less: Outstanding Cheque #8	($175.00)
	$497.00

Note: Proper records of receipts and disbursements MUST be maintained and may be requested to accompany any report at any given time by the REVP or PSAC National President.

Section III

Working Together, Staying Active and Being Inclusive

One of the main goals of Regional Young Worker Committees is the empowerment of PSAC members aged 35 and under. Working together, marginalized members have the opportunity to grow as individuals and as a collective. For empowerment to happen in a meaningful way, it is important that members be conscious of how they work together. This is called "process" and it is just as important to the end result as are the specific tasks involved.

The way in which members work together reflects our beliefs about how democracy is practised. There are many ways to practise inclusive decision-making and it is up to each committee to decide the process that works best for them.

ANTI-OPPRESSIVE PROCESSES

Many activist groups choose to practise alternative forms of democracy by using anti-oppressive processes. This is a method of working together and an approach to organizational structure that seeks to foster participation and inclusivity. An anti-oppressive process is based in the principle of equity. It emphasizes shared goals, authority, responsibility and accountability.

The advantage of using an anti-oppressive process is that it is inclusive, rather than exclusive. Power is shared by many, not concentrated in the hands of a few. Differences are incorporated, not suppressed. The growth of individuals is seen to strengthen, not threaten, the collective. Unity and solidarity flow from the process; they are not forced or demanded. Where an anti-oppressive process is consciously followed, members are more likely to feel good about themselves, each other, and the work they accomplish together.

How can Regional Committees put anti-oppressive processes into practice if they so choose?

- Work towards inclusiveness. Work with a PSAC regional office, with locals and with other PSAC Regional Young Worker Committees to make contact with members who may be interested in participating on the committee. Make outreach an ongoing activity of the committee once it is established.
- Clearly identify your common goals.
- Establish a group agreement which sets out what members expect and need from each other in order for the committee to be a safe, inclusive and empowering forum in which to work together.
- Explore the issue of power within the group. How is power distributed? Do the members have equal power? What influences how much, or how little, power individual members bring to the group? What is the effect of dominant culture? The purpose of this analysis is to determine what changes the group may need to make in order to share power equally.
- Pay attention to individual needs. Do the physical arrangements of meetings enable all to participate? Are necessary accommodations made? Has the regional committee enquired with the regional office about assistance from the PSAC accessibility fund to help offset costs?
- Rotate the process of chairing committee meetings. The practice of rotating chairing responsibilities helps distribute workload and develop facilitation skills amongst members.
- Choose a decision-making process that works best for your committee. Some committees will choose to make decisions by consensus. This requires that all members of the committee agree with a decision before it is taken forward. It can be effective for fostering cooperation and compromise. (For more information on consensus-based decision-making, see this guide from **Seeds For Change** (seedsforchange.org.uk/consensus). However, consensus-based decision-making can also be time consuming. Some committees may find that traditional decision-making by voting is more efficient. It is up to your committee to establish what is the most inclusive system for them.
- Share tasks equitably.
- Conduct frequent check-ins.
- Build in shared accountability through a process of committee evaluation. Members have the opportunity to identify what is working well and what needs improvement. Regular evaluations keep the committee vital and relevant. Timely and necessary adjustments can be made before problems become major or even destructive.

Many members are new to anti-oppressive processes and, through practice, we learn how to use them effectively. This is not necessarily easy, and mistakes are made along the way. However, by being patient with each other and persisting in the face of setbacks, we can create committees that are more truly reflective of our democratic principles.

STAYING ACTIVE

Even the most active and well-organized committee can go through periods when members feel exhausted or depleted. People put a lot of time, effort and personal commitment into their work for social change. For this reason, it is crucial that members attend to the "health" of the regional committee.

It is often most effective to focus on a few key union priorities and/or campaigns rather than trying to tackle too much too quickly. Committees should pick two to three top priorities for the year and aim to accomplish those. Severe burnout can be avoided if measures are taken to maintain and, when necessary, revitalize the committee.

Maintaining the Committee

To keep a committee active, it is important that information flow easily and quickly, that potential new members be identified and encouraged, that skills be developed, and that tasks be simplified and shared. This will happen when the committee has:

- an up-to-date membership list with addresses, telephone numbers, and emails
- a strategy for ongoing outreach
- a speedy communication system
- a schedule of well-publicized meetings
- a newsletter or bulletin published at regular intervals
- attention to and accommodation of special needs
- orderly files and records that are kept up to date
- a well thought-out and comprehensive "plan of action"
- a system of sub-committees to focus energies and interests on specific tasks such as recruitment, education, communications, community outreach, resources, social events, etc.

Most of these ideas reflect the need for basic planning and organizing. They might seem bureaucratic and mundane, but they will save a committee valuable time and energy which are more productively spent on the issues and strategies that will advance the committee's goals.

Section IV

Political Action

Political decisions have a major impact on our daily lives. They can bring into effect policies and programs that advance social and economic equality for young workers. Policy changes can also have adverse effects on young workers. Two-tier hiring practices and pension regimes are examples of how young workers are impacted. It is important to step into the wider political arena and speak out on issues that are decided at the municipal, provincial, and national levels.

Area Councils

PSAC area councils are made up of members from different locals to engage with PSAC campaigns at a political level. Members come together to lobby their political representatives and raise awareness of issues affecting our members, workers and the Canadian public.

Each Regional Young Worker Committee is entitled to one delegate at their area council. Each committee will appoint a member to be the official representative on their respective area council. This representative will be responsible for ensuring that priorities and issues raised by their committee are integrated into the work of the area council and vice versa.

Networking and Coalition-Building

Regional Young Worker Committees do not operate in isolation. It is important to build ties with groups, both inside and outside PSAC, who share the goals of the committees. This creates opportunities to cooperate on strategy, share information, provide mutual support and pool resources.

WITHIN PSAC

Regional Young Worker Committees will want to work together with these bodies:

- PSAC regional committees
- Area councils
- Other Regional Young Worker Committees

WITHIN THE BROADER LABOUR MOVEMENT

Regional Young Worker Committees will want to reach out and mobilize on issues of concern to young workers with:

- Regional Young Worker Committees from other unions
- Young Worker Committees of district labour councils
- Young Worker Committees of federations of labour

COALITION-BUILDING

Regional Young Worker Committees are part of a larger social justice movement. On the national, regional, and local levels there are many organizations and groups actively seeking social, economic, and political justice for all equity-seeking groups including young workers. By making links with these organizations, Regional Young Worker Committees become part of a broader, stronger power base and mutual support network.

What's a Coalition?

A coalition is a group of organizations that agree to adopt a common strategy and work together in order to further their shared vision, values and goals. The individual groups feel it is in their best interest to join a coalition because they recognize either an opportunity to gain, or a threat to lose, something they each value (e.g., programs and services, legislation). The coalition may be organized around a single issue or for long-term objectives.

See **Appendix B – Coalition Partners** – to compile a list of organizations your committee might work with.

WHAT IS ADVOCACY?

Advocacy is any effort to influence, shape or change a particular issue in society. This can include lobbying politicians, writing letters to businesses or elected officials, running social media campaigns, developing public awareness materials, organizing rallies and a host of other actions. As part of the broader social justice movement, Regional Young Worker Committees can and should undertake advocacy and political action. In identifying priority issues to address, the committee should consider who is most affected by the issue and where the committee has the greatest potential to influence.

Often the issues that we are tackling affect marginalized communities. It is important that our advocacy is supportive and that we are advocating with these communities instead of for them. Frequently, marginalized people are spoken over or their voices and perspectives are dismissed. So, in all of our efforts, labour activists should be taking the lead from those who are most affected by an issue and doing what we can to support their positions. When we hold more power and are not part of the group(s) that are most affected, then it is important to listen and amplify marginalized voices rather than making the mistake of putting ourselves front and center.

Regional Young Workers' Forums / Summits / Conferences

Each of PSAC's regions hosts a young worker initiative in the three-year budget cycle. These initiatives vary but have the common themes of providing for learning opportunities by way of workshops, hearing from speakers who are engaged in young worker issues, networking with other young workers from across the region and strategizing around regional committee expansion and capacity.

Section V

What Other Ways Can Young Worker Committees Make Change?

Unions organize to create social, economic and political change, but how can a Regional Young Worker Committee get others at PSAC to support the change that young members want to see?

Within PSAC, change can happen in many different ways and at different levels:

The local

For most PSAC members, interaction with their union takes place in their own local. If they attend a union function, it is most likely to be a local function. The union representative they are most likely to know is their union steward, or they may know people who sit on their local executive. Many decisions affecting members are made at a local level, for example, at general membership or local executive meetings.

The component

PSAC's 15 components provide leadership and services to their locals, including representation on grievances or in consultations with the employer. Some components provide education programs. All components organize conferences, conventions, meetings and various other forums where issues are discussed and decided.

The region

PSAC's seven regions, each led by a Regional Executive Vice-President and regional council, provide a range of services and opportunities for engagement of members within the region. They organize the regional education program; support member mobilization, campaigns and contract negotiations; organize conferences and forums; and provide various services to directly chartered locals.

PSAC national

PSAC's National President and National Executive Vice-President work with the Regional Executive Vice-Presidents and the National Board of Directors in leading PSAC's national operations and programs. PSAC's national headquarters is located in Ottawa and it is from there that many national services are delivered including national bargaining, national campaigns, final level representation, national training programs, and national conferences.

Members, including those who are young workers, can influence and shape what happens at each level of the union by taking part in union activities, attending meetings, staying informed, providing input and seeking election to union positions.

Change comes about when members ask for it and convince others that it is necessary. At all levels of PSAC, elected leaders are expected to fulfil the mandates given to them by the members. For example, every three years PSAC has conventions for each region and component, and there is a National Triennial Convention. These conventions decide policy, set budgets, adopt resolutions directing action, and elect leaders. The National Triennial Convention is the supreme governing of PSAC.

Education for Change

An important path to change is becoming informed. Union education equips members and committees to make change in our workplaces, the union, and society. PSAC offers a variety of courses for members. Some are short three-hour sessions while others can run over several days. Most union training is face-to-face but PSAC is offering more and more online courses, webinars and virtual townhall discussion forums.

PSAC also offers a national **Leadership Training Program** and the **Union Development Program,** which prepare union activists to assume leadership roles in the union and the labour movement. Funding is also available to support the participation of a small number of PSAC members in the **Labour College** of the Canadian Labour Congress (canadianlabour.ca/who-we-are/labour-education/labour-college-of-canada). Each region creates its own education program to meet the needs of the membership. These programs can include courses on such subjects as grievance handling, the duty to accommodate, domestic violence, health and safety, local officer training and much more.

Conventions and Resolutions that Mandate Change

PSAC is a democratic organization. It is governed by the PSAC Constitution and Regulations. Changing PSAC's structure and priorities is often done by passing resolutions at conventions.

The PSAC National Triennial Convention is the ultimate governing body of the union. At convention, delegates debate and vote on resolutions, adopt the budget for the next three-year cycle, and elect PSAC's National President and National Executive Vice-President.

Each PSAC region holds a convention the year prior to the National Triennial Convention. The Regional Executive Vice-President (REVP), the alternate REVP and the regional council representative are all elected at regional conventions. Resolutions pertaining to regional bylaws are debated and adopted or rejected.

Each Regional Young Worker Committee is entitled to elect one delegate to the regional convention.

Components also hold conventions the year prior to the National Triennial Convention. As with PSAC conventions, the component convention delegates debate and adopt or reject resolutions pertaining to the component bylaws and elect representatives to the component governing bodies.

Prior to any of these conventions, the resolution process involves an initial call-out for resolutions. The PSAC Constitution, the PSAC regional bylaws and the component bylaws explain the respective process for submitting resolutions.

Getting resolutions passed requires support from delegates and that means those submitting resolutions have to convince others of the merits of the resolution. Delegates are allowed to speak to resolutions when they are debated at convention. To get support for a resolution, it is helpful to listen and note the concerns others may have with the resolution and make counter-arguments.

CONNECT WITH OTHERS

Conventions can be confusing for first-time delegates but there are always experienced delegates willing to provide assistance and guidance before and during the convention. They can provide assistance in how to draft a resolution for example.

Talk to:

- members of other committees in your region,
- PSAC and component staff,
- elected officers, and
- others you know who are or have been active in unions.

Sample Resolution

COMPOSITE RESOLUTION GEN-115A NATIONAL YOUNG WORKER COMMITTEE
(which covers GEN-115 and GEN-116)

The committee recommends **concurrence** in composite Resolution **GEN-115A** which reads as follows:

WHEREAS union succession is a shared priority for all PSAC regions; and

WHEREAS the PSAC recognizes the need to invest in our young worker program; and

WHEREAS a network of Regional Young Worker Committees is already in development in all PSAC regions; and

WHEREAS the PSAC already has a national young workers' working group, but neither its funding nor its operation are guaranteed by the PSAC; and

WHEREAS a national Young Worker Committee, funded by PSAC and supported by the Alliance Executive Committee (AEC), would be more equipped for union succession planning and development:

BE IT RESOLVED THAT a PSAC national Young Worker Committee (YWC), funded by the PSAC and supported by the AEC, be established and comprised of the young worker representatives elected from each of the PSAC regional conventions for the duration of their term; and

BE IT FURTHER RESOLVED THAT all locals be encouraged to participate in the Young Worker Committee (YWC) networks of their respective regions; and

BE IT FURTHER RESOLVED THAT the PSAC national Young Worker Committee report back to the REVP(s) who hold the young worker portfolio.

Rationale

Currently, there is an ad-hoc young workers working group comprised of the young worker representatives from each regional council. They meet monthly by teleconference and webinar to discuss issues and share strategies to support the development of Young Worker Committees across the country. Establishing and funding a national Young Worker Committee would ensure that the issues of young workers are identified and integrated into the union's on-going priorities. The committee would continue to meet by teleconference and webinar, and also meet once a year. Two other PSAC national bodies (the national Indigenous Peoples' Circle and the National Human Rights Committee) also meet once a year. This is an on-going cost.

Costing

GEN-115A	2019	2020	2021
Cost / Coût	$24,151	$24,151	$24,151
Cost per member per month/ Coût par membre par mois	0.01	0.01	0.01
Percentage cost / Coût exprimé en pourcentage	0.0003	0.0003	0.0003

On-going / Hausse continue	x	One-time / Frais ponctuels	

Appendix A - PSAC Regional Offices

Atlantic

Halifax
287 Lacewood Drive
Park West Centre
Suite: 301
Halifax, Nova Scotia
B3M 3Y7
Phone: (902) 443-3541
Fax: (902) 443-8291
Toll Free: 1-800-839-6661

Moncton
Suite G -30 Englehart Street
Dieppe, New Brunswick
E1A 8H3
Phone: (506) 857-4220
Fax: (506) 857-9792
Toll Free: 1-800-788-8555

Charlottetown
Unit 510-119 Kent Street,
Box 21, BDC Place
Charlottetown PE
C1A 1N3
Phone: (902) 892-5481
Fax: (902) 892-6407
Toll Free: 1-800-409-3184

St. John's
33 Pippy Place, Suite 105
St. John's, Newfoundland and Labrador
A1B 3X2
Phone: (709) 726-6453
Fax: (709) 726-1821
Toll Free: 1-888-904-4357
(only works in Newfoundland & Labrador)

British Columbia

Vancouver
5238 Joyce Street
Suite 200
Vancouver, British Columbia
V5R 6C9
Phone: (604) 430-5631
Fax: (604) 430-0451
Toll Free: 1-800-663-1655

Victoria
1497 Admirals Road
Suite: 210
Victoria, British Columbia
V9A 2P8
Phone: (250) 953-1050
Fax: (250) 953-1066
Toll Free: 1-866-953-1050

National Capital Region

Ottawa
233 Gilmour Street
Suite: 603
Ottawa, Ontario
K2P 0P1
Phone: (613) 560-2560
Fax: (613) 234-6209

Gatineau
2nd Floor, Office 310
200 Promenade du Portage
Place du Centre
Gatineau, Québec
J8X 4B7
Phone: (819) 777-4647
Fax: (819) 777-9407

North

Yellowknife
4910 - 53rd Street
Suite: 201
PO BOX: 637
Yellowknife, Northwest Territories
X1A 2N5
Phone: (867) 873-5670
Fax: (867) 873-4295
Toll Free: 1-800-661-0870

Whitehorse
2285 - 2nd Avenue
Suite: 100
Whitehorse, Yukon
Y1A 1C9
Tel: (867) 668-8593
Fax: (867) 63304196
Toll Free: 1-888-998-8229

Iqaluit
Astro Hill Centre
8 Storey building, Suite # 120
P.O. Box 4014
Iqaluit, NU
X0A 0H0
Phone: (867) 979-7430
Fax: (867) 979-5517
Toll Free: 1-866-268-7097

Ontario

Toronto
90 Eglinton Avenue East
Suite: 608
Toronto, Ontario
M4P 2Y3
Phone: (416) 485-3558
Fax: (416) 485-8607
Toll Free: 1-800-354-9086

London
401-244 Pall Mall Street
London, Ontario
N6A 5P6
Phone: (519) 659-1124
Fax: (519) 659-1132
Toll Free: 1-800-366-0539

Thunder Bay
Suite 224 - 1139 Alloy Drive
Thunder Bay, Ontario
P7B 6M8
Phone: (807) 345-8442
Fax: (807) 344-0704
Toll Free: 1-800-355-0794

Kingston
201-863 Princess Street
Kingston, Ontario
K7L 5N4
Phone: (613) 542-7322
Fax: (613) 542-7387
Toll Free: 1-800-355-0783

Sudbury
754 Falconbridge Road, Unit 2
Sudbury, Ontario
P3A 5X5
Phone : (705) 674-6907
Fax: (705) 674-8652
Toll Free: 1-800-354-9134

Prairies

Winnipeg
175 Hargrave Street
Suite: 460
Winnipeg, Manitoba
R3C 3R8
Phone: (204) 947-1601
Fax: (204) 943-0652
Toll Free: 1-866-393-7722

Edmonton
10665 Jasper Avenue
Suite 670
Edmonton, Alberta
T5J 3S9
Phone: (780) 423-1290
Fax: (780) 429-2278
Toll Free: 1-800-814-3948

Saskatoon
511 - 1st Avenue North
Suite: 5
Saskatoon, Saskatchewan
S7K 1X5
Phone: (306) 244-3033
Fax: (306) 664-2016
Toll Free: 1-800-992-3033

Calgary
Suite 400, 609 14th St N.W.
Hillhurst Professional Building
Calgary, Alberta
T2N 2A1
Phone: (403) 270-6555
Fax: (403) 270-6591
Toll Free: 1-800-461-8914

Regina
2445 - 13th Avenue
Suite 200
Regina, Saskatchewan
S4P 0W1
Phone: (306) 757-3575
Fax: (306) 569-8425
Toll Free: 1-877-890-3575

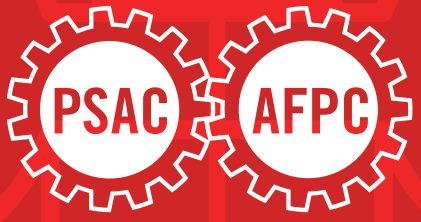
Québec

Montréal Regional Office
5800 Saint-Denis Street
Suite: 1104
Montréal, Québec
H2S 3L5
Phone: (514) 875-7100
Fax: (514) 875-8399
Toll Free: 1-800-642-8020

Québec
5050 des Gradins Boulevard
Suite 130
Québec, Québec
G2J 1P8
Phone: (418) 666-6500
Fax: (418) 666-6999
Toll Free: 1-800-566-6530

Appendix B - Coalition Partners

Compile this list based on your Regional Young Worker Committee partners.



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