

# By-laws



**British Columbia**

**British Columbia**  
Regional Council

Public Service Alliance of Canada

As adopted by the Founding Convention of the British Columbia Regional Council of the Public Service Alliance of Canada March 27-28, 1999

- as amended at the April 6-7, 2002 Regional Convention
- as amended at the April 8-10, 2005 Regional Convention
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- as amended by the National President's interpretation, May 2021

# By-Law(s)

## British Columbia Regional Council Public Service Alliance of Canada

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## **PREAMBLE**

***The PSAC B.C. Regional structure shall be founded upon and guided by solidarity, fairness, equity, transparency, accountability, and union principles.***

## **SECTION 1 ORGANIZATION**

### Sub-Section (1)

Pursuant to Section 16 of the PSAC Constitution, the governing organization of the PSAC in British Columbia (B.C.) shall be known as the B.C. Regional Council.

### Sub-Section (2)

- a) All members within B.C., their Locals, Sub-Locals and Branches are under the jurisdiction of the B.C. Regional Council and are encouraged to participate in its activities and decision-making processes.
- b) All PSAC Regional Women's Committees, regional committees of recognized Equity Groups, Area Councils and other nationally or regionally recognized committees shall be under the jurisdiction of the B.C. Regional Council and are encouraged to participate in its activities and decision-making processes. This in no way undermines the autonomy of these Committees.
- c) All Locals, Sub-Locals or Branches having members working or residing in more than one (1) PSAC regional jurisdiction may affiliate those members in a particular PSAC region to the Regional Council for that region. A member may only participate in one (1) PSAC Regional Council.

## **SECTION 2 MANDATE AND OBJECTIVES**

### **Sub-Section (1)**

To unite all B.C. members of the Public Service Alliance of Canada in a single democratic organization that reflects the needs of the membership in B.C. while respecting the constitutional integrity of the PSAC and its Components.

### **Sub-Section (2)**

To promote the organization of PSAC members in B.C. into Area Councils that are representative, inclusive, fair, equitable and respectful of the individual and collective rights of all PSAC members in the Region.

### **Sub-Section (3)**

To implement an efficient communications structure among PSAC members in all areas of B.C and to facilitate networking between members of different components and bargaining units.

### **Sub-Section (4)**

To identify the needs of B.C. members and ensure the union's regional programs and services meet these needs by setting priorities, policies and directions.

### **Sub-Section (5)**

The B.C. Regional Council shall:

- a) Apply the PSAC Constitution, Regulations and Policies according to the needs and specific situations of the B.C. Region;
- b) Address political and workplace issues at the community/regional/provincial levels and encourage members to be involved in these;
- c) Identify and articulate issues that, through the B.C. Regional Executive Vice-President (REVP), will be submitted to the Alliance Executive Committee (AEC) and the National Board of Directors of the Alliance;
- d) Make regulations for the good and well-being of the membership in B.C.;
- e) Encourage affiliation to and participation in the B.C. Federation of Labour and district Labour Councils.

## **SECTION 3 MEMBERSHIP**

### Sub-Section (1)

Affiliation to the B.C. Regional Council shall be voluntary.

### Sub-Section (2)

Affiliation to the B.C. Regional Council shall be open to the following:

- a) Locals/Branches
- b) Regional Women's Committees
- c) Equity seeking group committees
- d) Area Councils
- e) Young Workers Committees
- f) Other bodies approved and recognized by the B.C. Regional Council

## **SECTION 4 MEMBERSHIP RIGHTS**

### Sub-Section (1)

Every member in good standing is entitled:

- a) To be free from any act or omission on the part of the B.C. Regional Council or its members that would discriminate against the member on the basis of age, sex, colour, national or ethnic origin, race, religion, marital status, family status, criminal record, physical or mental disability, sexual orientation, gender identity or expression, language, political belief, social and economic class or employer;
- b) To be free from harassment by another member on the basis of any of the grounds mentioned above;
- c) To be nominated for and hold elected office in the Region subject to any qualifications or stipulations stated in the PSAC Constitution, individuals' respective Components' By-Laws, and these By-Laws;
- d) To observe meetings of the B.C. Regional Council with voice but no vote.

## **SECTION 5 STRUCTURE OF THE B.C. REGIONAL COUNCIL**

### Sub-Section (1)

The B.C. Regional Council shall consist of the REVP, the Alternate REVP, and coordinators from each of the following districts and constituencies:

#### **DISTRICT # OF COORDINATORS**

- |  |           |
|--|-----------|
| 1. North Vancouver Island                | one (1)   |
| 2. South Vancouver Island                | two (2)   |
| 3. Northeastern B.C.                     | one (1)   |
| 4. Northwestern B.C.                     | one (1)   |
| 5. Southern Interior (Okanagan/Kootenay) | two (2)   |
| 6. East Fraser Valley                    | one (1)   |
| 7. West Fraser Valley                    | one (1)   |
| 8. Metro Vancouver                       | three (3) |

#### **CONSTITUENCY # OF COORDINATORS**

- |  |         |
|--|---------|
| 1. Women   | one (1) |
| 2. Pride (LGBTQ2+)                                   | one (1) |
| 3. Racially Visible                                  | one (1) |
| 4. Indigenous Peoples                                | one (1) |
| 5. Access (Persons with Disabilities)                | one (1) |
| 6. Directly Chartered Locals/Separate Employer Units | one (1) |
| 7. National Officers                                 | one (1) |
| 8. Health and Safety                                 | one (1) |
| 9. Young Workers                                     | one (1) |



## **SECTION 6 COUNCIL MEETINGS**

### Sub-Section (1)

- a) The B.C. Regional Council shall meet at least twice a year.
- b) In the year of the B.C. Regional Triennial Convention, the B.C. Regional Council shall meet immediately prior to Convention and shall remain in session throughout the Convention.
- c) Additional meetings shall take place as necessary through teleconferencing and other available technology and cost-saving initiatives.
- d) For decision-making purposes, quorum of the B.C. Regional Council shall consist of a simple majority of Council members.
- e) There will be an open question and answer period at each Council meeting during which observers can interact with the Council members. The Council reserves the right to hold in-camera sessions regarding confidential matters.

## **SECTION 7 B.C. REGIONAL COUNCIL MEMBERS' ROLES AND RESPONSIBILITIES**

### Sub-Section (1)

- a) The Council shall be able to submit resolutions to the B.C. Regional Triennial Convention.
- b) The Council through its activities shall promote the active involvement of the membership.

### Sub-Section (2)

The B.C. REVP shall:

- a) Chair meetings of the B.C. Regional Council and the B.C. Regional Triennial Convention;
- b) Be the political voice for the PSAC in British Columbia;
- c) Represent the B.C. Region at meetings of the AEC and at all meetings of the National Board of Directors;
- d) Act as the liaison officer between the PSAC and the B.C. Federation of Labour and be the political voice of the PSAC at the B.C. Federation of Labour;
- e) Serve as an ex-officio member of all B.C. Regional Council Committees;
- f) Submit a written report of their activities to the B.C. Regional Council at each meeting and the B.C. Regional Triennial Convention.

### Sub-Section (3)

The Alternate REVP shall:

- a) Perform the duties of the REVP in their absence and perform other duties as may be assigned by the REVP;
- b) Serve as an ex-officio member of all B.C. Regional Council Committees;
- c) Submit a written report of their activities to the B.C. Regional Council at each meeting and the B.C. Regional Triennial Convention.

### Sub-Section (4)

The Coordinators for the districts shall:

- a) Communicate with the Locals/Branches and Area Councils in their geographic area;
- b) Attend meetings of the B.C. Regional Council and shall be the spokespersons for members in the district under their jurisdiction;
- c) Promote the creation of and be responsible for the Area Councils in the district under their jurisdiction and attend Area Council meetings whenever possible;
- d) Ensure and promote representation in groups who defend the interests of members in the district under their jurisdiction;
- e) Submit a written report of their activities to the B.C. Regional Council at each meeting and the B.C. Regional Triennial Convention;

- f) Serve on Council Committees and/or perform other roles and responsibilities as determined by the B.C. Regional Council.
- g) Readily share information with their Alternate in order to engage and mentor them in new roles.

#### Sub-Section (5)

The Coordinators for Women, Equity groups, Directly Chartered Locals/Separate Employer Units, National Officers, Health and Safety and Young Workers shall:

- a) Communicate with PSAC B.C. Regional Women's Committees, Equity Seeking Groups Committees, Directly Chartered Locals/Separate Employer Units, National Officers, B.C. Regional Union Safety and Health (BRUSH) Committee and Young Workers Committees respectively;
- b) Be responsible for their respective constituencies and/or committees and promote the activism of the members within these constituencies or committees;
- c) Attend the B.C. Regional Council meetings and be the spokesperson for the members in their constituencies or committees;
- d) Submit a written report of their activities to the B.C. Regional Council at each meeting and the B.C. Regional Triennial Convention;
- e) Ensure and promote representation in various union bodies, programs and social justice groups;
- f) Serve on Council Committees and/or perform other roles and responsibilities as determined by the B.C. Regional Council;
- g) The Coordinator for National Officers shall act as liaison with the Components of the PSAC.
- h) Readily share information with their Alternate in order to engage and mentor them in their roles.

#### Sub-Section (6)

All reports submitted by Council members should be submitted to the Locals in their geographic districts or to the groups and committees that they represent. Reports should be distributed to Local Presidents, Regional Women's Committees and Equity groups. All reports submitted by Council members must be made available on the regional PSAC B.C. website.

#### Sub-Section (7)

In the event that Regional Council members are not able to attend meetings, events, conferences and other functions in the course of performing their duties, their duly elected Alternate may attend on their behalf and submit a written report of their activities.

## **SECTION 8 B.C. REGIONAL TRIENNIAL CONVENTION**

### Sub-Section (1)

- a) The B.C. Regional Council shall hold its B.C. Regional Triennial Convention within the period commencing 14 months and ending 9 months prior to the PSAC National Triennial Convention.
- b) The B.C. Regional Council may, at the request of two-thirds (2/3) of its members, call a special Convention.
- c) The B.C. Regional Council shall be responsible for the production and distribution of the Convention proceedings to all Convention delegates within six (6) months of Convention.
- d) The B.C. Regional Council shall issue a call to Convention to all appropriate bodies not less than 4 months prior to the date of the Convention. Such Convention Call shall include the final date for receipt of resolutions.

### Sub-Section (2)

The B.C. Regional Triennial Convention shall be chaired by the B.C. REVP or, in their absence, by the Alternate REVP or a member of the B.C. Regional Council.

### Sub-Section (3)

The B.C. Regional Triennial Convention shall:

- a) Adopt rules of procedure governing the processing of all matters before the Convention;
- b) Deal with all resolutions and matters submitted to it by the B.C. Regional Council, Locals, Branches, Regional Women's Committees, Area Councils in good standing, and nationally and regionally recognized committees;
- c) Elect the Coordinators of the B.C. Regional Council, as outlined in Section 4, Sub-Section (1) and Section 11, Sub-Section (1) and (2);
- d) Approve the priorities proposed by Regional Council for the regional budget allotted by the PSAC National Triennial Convention; including any membership fees to be paid by each participating Local or Branch;
- e) Deal with any other administrative matters placed before it by the delegates, in the manner prescribed by the procedural rules adopted by the Convention for the orderly conduct of its business;
- f) Elect the B.C. REVP, the Alternate REVP and the 2<sup>nd</sup> Alternate REVP as per Section 10.

### Sub-Section (4)

Resolutions except for By-Laws and Finance that are not dealt with at the B.C. Regional Triennial Convention will be deferred to the first meeting of the B.C. Regional Council.

## **SECTION 9 REPRESENTATION AND VOTING AT THE B.C. REGIONAL TRIENNIAL CONVENTION**

For the purpose of representation and voting at the PSAC B.C. Regional Triennial Convention, refer to Section 16, Sub-Section (6) and Sub-Section (7) of the PSAC Constitution, which reads as follows:

### *Section 16*

#### *Sub-Section (6)*

- (a) Each local (components and DCLs) shall be entitled to one (1) delegate for the first one (1) to two hundred and fifteen (215) members and one (1) additional delegate for each additional two hundred and fifteen (215) members or fraction thereof.*
- (b) Up to twenty (20) members of their respective Regional Councils shall be delegates;*
- (c) Each active Area Council shall be entitled to elect one (1) delegate;*
- (d) Each active Regional Women's Committee shall be entitled to elect one (1) delegate;*
- (e) Each active Regional Human Rights and Equity Committee shall be entitled to elect one (1) delegate;*
- (f) Two (2) elected regional National Aboriginal Peoples' Circle representatives shall be delegates;*
- (g) Each Regional Young Workers Committee shall be entitled to elect one (1) delegate;*
- (h) Component national officers shall be delegates in the region in which they live or work;*
- (i) Members of the NBoD and full time Component Vice-Presidents shall be entitled to delegate status in the caucus they have elected to participate in as per Section 19, Sub-Section 5 b)*

#### *Sub-Section (7)*

- (a) Component officers as defined in Component By-Laws that meet the following criteria shall be delegates to their respective Regional Convention:*

- i) the officer must be a full voting member of the Component executive and elected by the Component Convention delegates or the membership at the national or regional level; and*
  - ii) the officer must live or work in the Region.*
- (b) Delegation to a Regional Convention of any Component officer not included in (a) above will require a recommendation from the National President and approval from the NBoD.*

## **SECTION 10 ELECTION OF B.C. REGIONAL EXECUTIVE VICE-PRESIDENT, ALTERNATE REGIONAL EXECUTIVE VICE-PRESIDENT AND 2<sup>nd</sup> ALTERNATE REGIONAL EXECUTIVE VICE-PRESIDENT**

### **Eligibility of Nominees for Office – REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP**

#### **Sub-Section (1)**

All nominees for the office of REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP shall be members in good standing of the PSAC.

#### **Sub-section (2)**

- a) A nominee for office as the REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP shall work or reside in the B.C. Region.
- b) Nominees for the office of REVP shall be prepared to live in a location as determined by the AEC.

### **Nomination of REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP**

#### **Sub-Section (3)**

- a) At each B.C. Regional Triennial Convention, a Nominations Committee of at least three (3) persons shall be appointed by the Regional Council from among those present, other than staff.
- b) The duties of the Nominations Committee shall be to:
  - i. receive nominations for the offices of REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP;
  - ii. verify the eligibility of nominees for office;
  - iii. ascertain the willingness of nominees to accept and perform the duties of the office to which they may be elected; and
  - iv. report to the B.C Regional Triennial Convention the names of all such nominees.
- c) Nominations for the office of REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP filed with the Nominations Committee shall be in writing, signed by a nominator and a seconder, each of whom shall be an accredited delegate.
  - i. Nominees who are not present at the Convention must submit a nomination form to the PSAC Regional Coordinator, in confidence, prior to the start of the B.C. Regional Triennial Convention.
  - ii. Nominees who are delegates to the B.C. Regional Triennial Convention can submit a nomination form to the PSAC Regional Coordinator, in confidence, prior to the start of the Convention or be nominated from the floor of the Convention. The PSAC Regional Coordinator will provide the sealed nomination forms received prior to the

commencement of Convention to the Chair of the Nominations Committee as soon as the Nomination Committee has been ratified by Convention.

- d) The Chairperson of the Nominations Committee shall be appointed by the Regional Council and shall conduct the election of REVP, Alternate REVP and 2nd Alternate REVP. The Chairperson shall have the power to appoint scrutineers and assistants deemed necessary to conduct the elections in an orderly manner, subject to the limitations of (1) above.

### **Election of the REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP**

#### Sub-section (4)

- a) The election of the REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP shall be conducted in turn. Each office shall be called in turn and completed before the next office is called.
- b) As the election for the office of REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP is called, the Nominee, Nominator or Seconder of each nominee, whether filed previously with the Nominations Committee or nominated from the floor, may speak to the B.C. Regional Triennial Convention for not more than three (3) minutes on behalf of that nominee.
- c) The election to the office of REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP shall be by secret ballot. The ballot may be conducted by paper ballot or electronically. The vote shall be conducted on the principles of confidentiality, anonymity, and reliability.
- d) Election to the office of REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP shall be declared only on receipt of a simple majority of the ballots cast with standings revealed to voting delegates after each ballot. In the event that more than two (2) nominees stand for election to any one (1) office, the election procedure shall be by way of elimination.
- e) In the event of a tie vote, the Chairperson shall immediately take a second ballot without recess or adjournment. If this results in a second tie vote, the Chairperson shall call a short recess before taking the third ballot.
- f) Upon completion of the election of the REVP, Alternate REVP and 2<sup>nd</sup> Alternate REVP, the Nominations Committee will sign a declaration outlining the number of accredited delegates, the number of accredited delegates voting, the vote tally for each candidate, and the number of spoiled ballots for each ballot during the election of the REVP. The signed declaration will be forwarded to the PSAC National President and maintained on file.
- g) The REVP and the Alternate REVP shall take office at the end of the B.C. Regional Triennial Convention.



- h) Members elected to the position of REVP shall not hold Component, Local or Branch Executive Officer positions other than steward.

### **Vacancy in the Position of REVP or Alternate REVP**

#### **Sub-section (5)**

- a) A vacancy in the office of REVP shall be filled by the Alternate REVP.
- b) A vacancy in the office of the Alternate REVP shall be filled by the 2<sup>nd</sup> Alternate REVP.
- c) In the event that the 2<sup>nd</sup> Alternate is unable to fill a vacancy in the office of Alternate REVP, occurring six (6) months or more prior to the B.C. Regional Triennial Convention, the Alternate REVP position shall be filled in the following manner:
  - i. Nominations shall be called by the AEC from amongst all members in the B.C. Region.
  - ii. The AEC shall ensure that all nominees are members in good standing of the PSAC in the B.C. Region of the PSAC.
  - iii. The nominations process will be concluded within 60 days from the date of notice of vacancy in the position of Alternate REVP.
  - iv. If there is more than one (1) nominee for the office of Alternate REVP, and an election is necessary, it shall be conducted by the AEC from amongst those members in good standing who were voting delegates at the preceding B.C. Regional Triennial Convention.

## **SECTION 11 ELECTION OF COORDINATORS**

### **Sub-Section (1)**

District Coordinators and alternate(s) shall be members in good standing of the PSAC and live and/or work in the geographic district they are to represent and shall be elected at the B.C. Regional Triennial Convention by the delegates from the geographic district they are to represent. Where there is more than one (1) coordinator within a geographic district, the determination of the areas of responsibility of the coordinators will be decided by the delegates from the district and will be guided by the preamble to the By-Laws.

### **Sub-Section (2)**

Constituency Coordinators and their alternate(s) shall be elected as follows:

- a) The Coordinator for women and her alternate(s) shall be elected by the women delegates at the Convention.
- b) The Coordinator of each of the equity seeking groups and their alternate(s) shall be elected by the self-identified delegates of each of the equity seeking groups at the Convention.
- c) The Coordinator of Directly Chartered Locals/Separate Employer Units and their alternate(s) shall be elected by the delegates representing Directly Chartered Locals/Separate Employer Units at the Convention.
- d) The Coordinator of the National Officers and their alternate(s) shall be a National Officer in B.C. and shall be elected by the National Officers delegates at the Convention.
- e) The Coordinator for Health and Safety and their alternate(s) shall be elected by the delegates at the Convention.
- f) The Coordinator for Young Workers and their alternate(s) shall be persons, whether term, indeterminate or students who are 35 years of age and under and shall be elected by the self-identified young worker delegates at Convention.

## **SECTION 12 COUNCIL COMMITTEES**

### Sub-Section (1)

- a) The B.C. Regional Council shall have the authority over and the responsibility for establishing operational/standing committees of the Council.
- b) The REVP, in consultation with and with ratification by the B.C. Regional Council, shall appoint council committee members, bearing in mind gender and equity representation.
- c) All B.C. Regional Council Committees shall submit a written report of their activities to B.C. Regional Council meetings and the B.C. Regional Triennial Convention.
- d) The B.C. Regional Council shall establish Terms of Reference to guide the work and activities of each Committee.

## **SECTION 13 AREA COUNCILS**

### Sub-Section (1)

Pursuant to Section 14, Sub-Section (1) of the PSAC Constitution, the B.C. Regional Council shall promote the organization and operation of Area Councils in B.C.

### Sub-Section (2)

Area Councils are encouraged to facilitate participation of National Officers, Regional Council members, Regional Women's Committee members, Human Rights Committee members and members of other nationally and regionally recognized committees in their activities.

### Sub-Section (3)

Area Councils shall be governed under provision of By-Laws drawn up and agreed upon by the Area Council. Such By-Laws shall conform to the provisions and principles of the Constitution of the PSAC.

### Sub-Section (4)

For the purposes of these By-Laws an Area Council in good standing means an Area Council that has met the following criteria:

- a) Shall hold at least four (4) meetings in the year. One such meeting shall be known as the annual general meeting at which time officers shall be elected and financial and other reports presented.
- b) Shall forward to the REVP minutes of all meetings no later than thirty (30) days following the date on which each meeting is held.
- c) Shall submit annual financial reports and an annual budget to the REVP office at year end.

### Sub-Section (5)

Each B.C. Regional Area Council in good standing shall be entitled to one (1) delegate to the B.C. Regional Triennial Convention

## **SECTION 14 FINANCE AND COLLECTION OF MEMBERSHIP FEES**

### Sub-Section (1)

The B.C. Regional Council shall be funded from the budget allocated by PSAC to the B.C. Region and from any membership fees levied.

### Sub-Section (2)

Pursuant to Section 16, Sub-Section (2) of the PSAC Constitution, membership fees levied by the B.C. Regional Council shall be established at the B.C. Regional Triennial Convention.

### Sub-Section (3)

The fiscal year of the B.C. Regional Council shall be from January 1 to December 31. The B.C. Regional financial statements pursuant to section 16(2) (b) of the PSAC Constitution must be reviewed by a PSAC member or other person who is not on the B.C. Regional Council Executive who along with the Regional Executive Vice President will certify their completeness.

### Sub-Section (4)

A projected three (3)-year priority proposal shall be presented by the B.C. Regional Council at the B.C. Regional Triennial Convention.

## **SECTION 15 DISCIPLINE**

### Sub-Section (1)

The B.C. Regional Council shall have the authority, by a two-thirds (2/3) majority vote at a regular or a special meeting, to suspend or expel from the B.C. Regional Council any Coordinator for contravening a provision of the PSAC Constitution or these By-Laws. These Coordinators shall have the right to appeal this decision in accordance with the PSAC Constitution.

## **SECTION 16 AMENDMENT OF BY-LAWS**

### Sub-Section (1)

- a) Any amendment of, deletion from, or addition to these By-Laws shall become effective by approval of two-thirds (2/3) majority of the delegates voting at a B.C. Regional Triennial Convention.
- b) Unless otherwise specified, any amendment of, deletion from, or addition to these By-Laws shall become effective at the time of its adoption.

## **SECTION 17 INTERPRETATION OF B.C. REGIONAL COUNCIL BY-LAWS**

### Sub-Section (1)

The REVP shall have the authority to interpret these By-Laws and the interpretation shall be conclusive and in full force and effect unless reversed by the B.C. Regional Council or a B.C. Regional Triennial Convention.

## **SECTION 18 DEFINITIONS**

### Sub-Section (1)

For the purposes of these By-Laws, the word "Region" refers specifically to the province of British Columbia.

### Sub-Section (2)

For the purposes of these By-Laws, the words or phrases "district" or "geographic jurisdiction" or "geographic area" refer to one (1) or all of the following:

1. South Vancouver Island
2. North Vancouver Island
3. Northeastern B.C.
4. Northwestern B.C.
5. Southern Interior (Okanagan/Kootenay)
6. East Fraser Valley
7. West Fraser Valley
8. Metro Vancouver

### Sub-Section (3)

For the purposes of these By-Laws, the above-mentioned districts or geographic jurisdictions are defined as follows:

1. South Vancouver Island—everything south of the Malahat
2. North Vancouver Island—everything north of and including the Malahat, as well as Powell River and the Sunshine Coast
3. Northeastern B.C.—east of Burns Lake to McBride and Fort Nelson south to and including Williams Lake
4. Northwestern B.C.—Atlin south to Bella Coola and Masset east to and including Burns Lake
5. Southern Interior (Okanagan/Kootenay)—everything south and east of Clearwater and 70 Mile House, east of but excluding Hope
6. East Fraser Valley—Mission, Abbotsford, Chilliwack and Hope
7. West Fraser Valley—Surrey, Langley, Delta, White Rock, Pitt Meadows and Maple Ridge.
8. Metro Vancouver—Richmond, Vancouver, West and North Vancouver, Burnaby, Coquitlam, New Westminster, Port Coquitlam and Port Moody

### Sub-Section (4)

For the purposes of these By-Laws, the definition of LGBTQ2+ shall be defined as Lesbian, Gay, Bisexual, Transgender Persons, Queer, Two-Spirited, with a plus to encompass Intersex, Questioning, Asexual and other forms of sexual orientation and gender expression, such as gender queer or gender nonconforming persons.

Sub-Section (5)

For the purposes of these By-Laws, Separate Employer Units are defined as separate employer units representing fewer than two (2) % of the total PSAC membership in B.C.

Sub-Section (6)

For the purposes of these By-Laws, Young Workers shall be defined as persons 35 years of age and under.

Sub-Section (7)

For the purposes of these By-Laws, a Committee in good standing means a funded Committee that has met the following criteria:

- a) Shall hold at least four (4) meetings in the year. One such meeting shall be known as the annual general meeting at which time officers shall be elected and financial and other reports presented.
- b) Shall forward to the REVP minutes of all meetings no later than thirty (30) days following the date on which each meeting is held.
- c) Shall submit annual financial reports and an annual budget to the REVP office at year end.

Sub-Section (8)

For the purposes of these By-Laws, "in-camera session" means that the B.C. Regional Council reserves the right to ask all observers and visitors not to be present during any discussions that may be deemed of a confidential nature.

**SECTION 19 OATH OF OFFICE**

Sub-Section (1)

"I, \_\_\_\_\_, having been elected an officer of the Public Service Alliance of Canada of the B.C. Regional Council, give my word that for my term of office I shall abide by and uphold these By-Laws and the Constitution of the PSAC, fulfill the duties of such office, will maintain and uphold the dignity of our Union".

# Regulations



**British Columbia**  
Regional Council

Public Service Alliance of Canada

## **REGULATION 1 Selection of Delegates to B.C. Region Triennial Convention**

*Section 1: Delegates Representing Regional Women's Committees, Area Councils, and any other constitutionally recognized Regional Committees.*

### ***Sub-Section 1: Delegate selection meetings***

Each Regional Women's Committee, Area Council and any other committee recognized by the Council shall hold a general meeting, not less than two (2) months and not more than six (6) months prior to a Triennial Convention, B.C. Region, for the purpose of electing a convention delegate. Every effort shall be made to schedule such meeting at a convenient time to permit as many members as possible to attend. Notice of the meeting is to be given in writing at least four (4) weeks in advance of the meeting date. This notice must clearly state that such election is to take place, what the eligibility requirements are to be elected as the delegate to convention as per Sub-Section 2 of this Regulation, and how the vote will be conducted as outlined in Sub-Section 3 of this Regulation.

### ***Sub-Section 2: Eligibility***

For Regional Women's Committees, any active member of the Committee in good standing who self-identifies as a woman is eligible to seek delegate status and to vote in the delegate election.

For Area Councils, each Area council delegate in good standing of an affiliated local is eligible to seek delegate status and to vote in the delegate election.

For each other constitutionally recognized Regional Committee, any active member in good standing of the Committee is eligible to seek delegate status and to vote in the delegate election providing they meet the following, if applicable:

- The Young Worker Committee delegate member must self-identify as a young worker 35 years of age or younger and continue to be a young worker for the duration of the Convention.
- The Human Rights Committee delegate member must self-identify as one of the equity groups represented by the Committee.

Eligible candidates who are unable to attend the delegate selection meeting may seek the nomination by submitting a written statement, duly moved and seconded, of their intent to do so.

### ***Sub-Section 3: Voting***

The delegate is elected by a simple majority. Where no candidate has a clear majority, the lowest-ranking delegate is dropped from the ballot and voting repeated until one (1) delegate has received a simple majority.

*Amended by the B.C. Regional Council, April 2008*

*Amended by the B.C. Regional Council, June 2017*

*Amended by the B.C. Regional Council, January 2021*



## **REGULATION 2 Regulation concerning recognition of committees under By-law Section 9 Sub-Section (8)**

### *Section 1: Criteria*

By-law Section 9 Sub-Section (8) provides for the recognition of and delegate status for committees of the PSAC which did not exist at the time the By-laws were drafted. Such committees will be considered for recognition under the By-law if and only if they meet the following criteria:

- (i) the purpose of the committee is of relevance to the PSAC or to the labour movement
- (ii) the recognition of the committee will promote union activism and increase member participation in union activities
- (iii) only one (1) regional committee will be recognized for each special interest group.

### *Section 2: Application*

A committee seeking recognition under By-law Section 9 Sub-Section (8) shall submit to the office of the REVP a written application. The application should include the name of the committee or group, a brief description of the committee's purpose and accomplishments, and a paragraph describing how the committee meets the criteria set out above. The application should be accompanied by copies of the By-laws and/or Terms of Reference of the committee, a list of executive members or directors, and minutes of the last three (3) meetings.

(Rationale: Committees should demonstrate that they are well established and on-going bodies, with some degree of stability.)

### *Section 3: Approval*

Applications submitted under Section 2 that meet the criteria set out in Section 1 must still be ratified by a majority decision of the B.C. Regional Council at the next regular or special meeting of the Council.

### *Section 4: Review*

The recognized committees will be reviewed triennially, six (6) months prior to B.C. Regional Convention, to ensure that recognized committees are viable and active. Committees which have become inactive will have their recognition rescinded.

*Adopted by the B.C. Regional Council, October 2001*

## **REGULATION 3 BC Federation of Labour Convention Subsidy**

### *Section 1: Purpose*

As part of its strategy to increase our visibility and participation in the broader labour movement, the B.C. Regional Council will provide a subsidy to assist, encourage, and promote attendance of PSAC members at the Convention of the BC Federation of Labour.

### *Section 2: Eligibility*

#### *Sub-Section (1)*

For Conventions of the BC Federation of Labour that are held in-person, subsidies will be allocated preferentially to one (1) delegate from each of the following constituencies:

- |   |                        |
|---|------------------------|
| North Vancouver Island                            | South Vancouver Island |
| Northeastern B.C.                                 | Northwestern B.C.      |
| Southern Interior (Okanagan/Kootenay)             | East Fraser Valley     |
| West Fraser Valley                                | Women                  |
| Pride   | Young Workers          |
| Racially Visible                                  | Indigenous Peoples     |
| Members with Disabilities                         | Health and Safety      |
| Directly Chartered Locals/Separate Employer Units |                        |

Subsidies will also be allocated preferentially to two (2) delegates from each of the following constituencies:

- |                 |   |
|-----------------|---|
| Metro Vancouver | Equity members from outside Metro Vancouver |
|-----------------|---|

The above-mentioned districts or geographic jurisdictions are defined in the B.C. By-laws Section 18 Sub-Section (3).

If the above numbers of delegates cannot be met based on the applications received by the application deadline, residual funds may be reallocated to more than one (1) applicant per constituency, based on available funds.

#### *Sub-Section (2)*

For Conventions of the BC Federation of Labour that are held virtually or online (not in-person), subsidies will be allocated preferentially to at least one (1) delegate from each of the following constituencies:

- |   |                        |
|---|------------------------|
| North Vancouver Island                            | South Vancouver Island |
| Northeastern B.C.                                 | Northwestern B.C.      |
| Southern Interior (Okanagan/Kootenay)             | East Fraser Valley     |
| West Fraser Valley                                | Women                  |
| Pride   | Young Workers          |
| Racially Visible                                  | Indigenous Peoples     |
| Members with Disabilities                         | Health and Safety      |
| Directly Chartered Locals/Separate Employer Units |                        |

The above-mentioned districts or geographic jurisdictions are defined in the B.C. By-laws Section 18 Sub-Section (3).

If there are not sufficient applications submitted for each the above-named constituencies by the application deadline, residual funds may be reallocated to additional applicants within a single constituency, geographic and/or equity group. Therefore, the potential number of Delegates who may receive subsidies is limited only by the amount of funding available in the applicable line item of the current PSAC B.C. Priority Proposal.

### *Section 3: Applications*

#### *Sub-Section (1)*

Applications for the subsidy should be made in writing to the office of the REVP not less than four (4) weeks prior to the opening of Convention. Applications should indicate what other sources of funding are available or being pursued and an estimate of costs. Any funding available from the local, component, Area Council, Women's Committee, etc. must be reported and preference will be given to those with greatest need.

#### *Sub-Section (2)*

For Conventions that are held in-person, Delegates residing outside Metro Vancouver and West Fraser Valley may be eligible for up to \$1000 to help defray the costs of travel, hotel and per diem expenses. Delegates residing in Metro Vancouver and West Fraser Valley may be eligible for up to \$500 to subsidize costs of commuting and per diem expenses.

For Convention that are held virtually or online (not in-person), full-time attending Delegates may be eligible a subsidy equivalent to the cost of the Delegate registration fee or \$250, whichever is the lesser amount. Delegates seeking additional funding support to cover the cost of loss of salary reimbursement or leave with pay reimbursement may apply for funding under Regulation 7 of these By-Laws or through their respective Area Council, Regional Committee, Local, Branch, and/or Component as applicable.

### *Section 4: Reports*

There shall be a written report to the REVP's office within one (1) month of the event.

*Amended by the B.C. Regional Council, September 2013, April 2016, October 2018, February 2020, and September 2020*

\* The subsidy application form is available at <http://psacbc.com/our-organization/bc-regional-council>

## **REGULATION 4 Elections of Regional Council Coordinators**

1. Election of Coordinators and Alternates to the B.C. Regional Council shall be elected at the B.C. Regional Triennial Convention in accordance with Section 5 of the By-laws.
2. In the event that a coordinator resigns from their position, the alternate shall immediately and automatically assume the position.
3. If no alternates are available or if the alternate is unable to assume the position, a new Regional Council Coordinator will be elected as per the language in the B.C. By-laws.
4. Where a coordinator does not attend two (2) consecutive quarterly meetings and is unable to fulfill duties of the position, the REVP may recommend to Regional Council that the coordinator's alternate take their place on Regional Council for the duration of the term of office.
5. Where a Coordinator is temporarily unable to fulfill their office and submits a request in writing to the REVP, a leave of absence shall be granted for a period not to exceed six (6) months, during which time the alternate shall be acting in the position. If, after six (6) months, the coordinator is still unable to resume their duties, the alternate shall become the coordinator.
6. A coordinator who relinquished their position may ask to have their name added to the alternate list.
7. No vacancy will be filled by election if such vacancy occurs within six (6) months prior to the date of the Triennial Regional Convention.

*Amended by the B.C. Regional Council, September 2004 and February 2020*

## **REGULATION 5 Compensation**

*Adopted by the B.C. Regional Council, February 2002*

*Amended by the B.C. Regional Council, November 2015*

*Repealed by the National President, February 2021<sup>1</sup>*

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<sup>1</sup> Repealed by the PSAC National President in February 2021 as the text was ruled out of order and in conflict with the PSAC Constitution.

The original text read:

### *Compensation*

*1. Members on leave without pay who are working on B.C. Regional Council projects of greater than two (2) weeks duration shall be paid the equivalent of their current salary plus benefits or the salary plus benefits at the top step of a PM-1 Treasury Board employee, whichever is the greater. Benefits shall include compensation for loss of accumulated annual leave, sick leave, superannuation and any other employment benefits which are affected by the period of Leave without Pay.*

*2. B.C. Regional Council coordinators who take leave without pay to conduct the business of the B.C. Regional Council shall be compensated for their actual loss of salary or shall be paid at the equivalent of the top step of a PM-1 Treasury Board employee, whichever is the greater. If any such period of leave exceeds two (2) weeks, section 1 above shall apply.*

## **REGULATION 6 Procedures for the election of B.C. Regional Council Coordinators**

1. The staff person assigned to run the election will begin by explaining the election procedure.
2. S/he will call for nominations three (3) times. All nominations must be seconded. Following the third call, the nominating period will be declared closed.
3. Each nominated candidate will be asked in reverse order if they are willing to stand for election.
4. Each candidate will be given three (3) minutes to speak. The candidate may delegate their nominator or seconder to speak on their behalf.
5. The ballots will be distributed.
6. Each candidate may appoint a scrutineer.
7. The staff will collect the ballots, count them, and announce the results.
8. To be declared elected, a candidate must receive a simple majority. If there are three (3) or more candidates running and none receive simple majority, the name of the candidate with the fewest votes will be eliminated and another vote will be conducted.
9. In regional caucuses where more than one (1) coordinator is elected, each candidate must receive a simple majority to be declared elected.
10. In regional caucuses where more than one (1) coordinator is elected, voters must vote for as many different candidates as there are positions available. Otherwise their ballot will be considered spoiled.
11. The election of coordinator(s) will be followed by the election of alternates. To be declared first alternate, the candidate must receive a simple majority. Once a first alternate is declared elected, the other candidates remaining on the ballots will be declared second, third, etc., alternate in the rank order of cast votes.
12. In the event of a tie vote, another vote is taken immediately. If that vote results in a tie, a short recess is called and then another vote is taken until the tie is broken.

*Adopted by the B.C. Regional Council, April 2002  
Amended by the B.C. Regional Council, June 2017*

## **REGULATION 7 Convention and Conference Subsidies**

Requests for convention and conference subsidies should:

- be in writing (email or paper) to the REVP's office
- be received three (3) weeks prior to registration deadline
- contain a rationale why this convention or conference would be valuable for the applicant
- give an indication how the information/experience obtained at the convention or conference will be used by the participant in union activities
- indicate any other efforts the applicant has made to obtain funding

All requests will be forwarded to the Subsidies Committee for recommendation to the REVP.

The following considerations will be used to award subsidies:

- is the convention or conference labour, political or social activism related?
- will the Region benefit from our participation in this event?
- has the applicant been awarded previous subsidies for conventions or conferences? if yes, when?
- normally we will not fund more than three (3) participants for the same convention or conference
- exceptions to the above should be mostly in the lower cost category
- no events outside Canada will be funded

Subsidies:

- Convention or conference outside B.C.: \$500.00
- Convention or conference in B.C. and participant has to fly: up to \$500.00
- Convention or conference in B.C. and the participant has to travel by ferry: up to \$375
- Convention or conference in B.C. and no need to fly or travel by ferry: \$250.00
- Applicants will not receive full or partial funding to attend Conventions or Conferences outside of Canada

There shall be a written report to the REVP's office within one (1) month of the event.

*Approved at the B.C. Regional Council meeting 2001*

*Adopted as a regulation March 2012*

*Amended by the B.C. Regional Council, November 2015, October 2018*

\* The subsidy application form is available at <http://psacbc.com/our-organization/bc-regional-councils>