

## Terms of Reference Draft

PSAC Okanagan Human Rights Committee

# TERMS OF REFERENCE

Inception: 2011 ~ Updated: 2021

## **Inception**

The Public Service Alliance of Canada (PSAC) Okanagan Human Rights Committee was formed in accordance with Section 15 of the Constitution and was proudly formed by four Components in 2011:

**AGRU** Agricultural Union

**CEIU** Canada Employment & Immigration Union

**USJE** Union of Safety and Justice Employees (formerly USGE)

**UVAE** Union of Veterans' Affairs Employees

## **Mandate**

The Committee strives to inspire a union perspective on human rights, nurturing diversity, equity, and inclusion. Through projects and initiatives, the Committee is dedicated and centered around the idea that respect and understanding of human rights can serve as a positive force for change – within the Union, and community.

## **Membership**

All PSAC B.C. Southern Interior area members are welcome to participate within the Committee insofar as a safe space is maintained by and for members.

## **Voting**

Voting is limited to one (1) member per Local or Branch who self-identifies as a member of one (1) or more of the Equity Groups enumerated in Section 15, Sub-Section (2) (c) of the PSAC Constitution as well as the elected Committee Executive members.

## **PSAC B.C.**

The Okanagan Human Rights Committee is currently one of three constitutionally-recognized Regional Human Rights Committees within the B.C. Region. Committees meet regularly to discuss issues and plan events relating to PSAC's Indigenous Peoples, Members With Disabilities, LGBTQ2+, and Racially Visible Equity Groups.

## **PSAC National**

The Public Service Alliance of Canada unequivocally supports the principles of human rights as proclaimed in the Universal Declaration of Human Rights, the Canadian Charter of Rights and Freedoms, and the Canadian Human Rights Act. The Okanagan Human Rights Committee works within the PSAC structure, which pledges to work toward the achievement of equality for all its members and to eliminate discrimination and increase the participation of disadvantaged groups in the workforce.

## **Executive**

Unlike other PSAC committees the PSAC Okanagan Human Rights Committee Executive is structured on a chair basis. All chairs will take on secondary executive duties (such as treasurer, secretary, events).

There are three (3) chairs to four (4) who are to be elected by secret ballot or by acclamation at the Annual General Meeting (AGM). The term for each elected chair shall be one (1) year. The role of each elected chair is to take the lead on at least one (1) project as determined by the Committee. Elected chairs shall also take on secondary executive duties that meet their strengths. One elected chair is required to take on the role of the Treasurer for their duration of their term and must be identified to the Committee members. The responsibility for chairing meetings may be rotated on a set schedule, which shall be determined by the Executive and be communicated to the Committee membership.

## Election Process for the Executive

Nominations for Executive positions shall be taken from the floor at the AGM or be submitted in writing prior to the election. A nomination must be moved and seconded by voting members of the Committee. A written nomination must be signed by the nominee and two (2) voting members of the Committee (the mover and seconder) to be considered a valid nomination.

A nominee must self-identify as a member of one (1) or more of the Equity Groups enumerated in Section 15, Sub-Section (2) (c) of the PSAC Constitution, reside and/or work in the Okanagan or Southern Interior area, and must be willing to stand for election to be an eligible candidate for an Executive position.

If there are more than four (4) eligible candidates for the Executive positions, voting shall be conducted by secret ballot cast by the voting members of the Committee. A simple majority of the votes cast shall determine the successfully elected candidate. Subsequent elections shall continue by secret ballot until all positions have been filled.

The PSAC Oath of Office as provided in Section 29 of the PSAC Constitution shall be administered to all elected chairs immediately upon taking office:

“I ..... having been elected an officer of the PSAC, solemnly declare that for my term of office, I shall abide by and uphold this Constitution, fulfill the duties of such office, will maintain and uphold the dignity of the Union and will always keep confidential all matters concerning the affairs of the Union that are brought to my attention.”

On vacating their respective positions, all Executive members shall return all funds, documents and/or other properties of the Committee.

## Meetings

The Committee will conduct its business to meet the PSAC participation and financial requirements.

There shall be a minimum of four (4) meetings per year in accordance with Section 15, Sub-Section (4) of the PSAC Constitution. Meetings may be held in person or by virtual means to maximize member participation. One such meeting shall be the Annual General Meeting (AGM). The AGM is typically held in January or February each year. The election of chairs will take place at the AGM.

Notice of at least ten (10) days shall be provided in writing in advance of each general meeting to affiliated members of the Committee. Notice of at least two (2) weeks shall be provided in writing in advance of the Annual General Meeting to the affiliated members of the Committee.

Quorum shall consist of at least two (2) Executive members and a minimum of one (1) delegate from any of the affiliated bodies.

The Committee strives to work on a consensus-basis. However, where consensus is not possible a simple majority of the eligible voting members in attendance is required to pass a motion duly moved and seconded. In accordance with Section 15, Sub-Section (3) (b), only one member per Local or Branch is eligible to vote at Committee meetings. Notwithstanding the foregoing, Executive members are also eligible voting members of the Committee and their votes do not count as the vote for their respective Local or Branch.

The minutes of each meeting shall be provided to the REVP Office and PSAC staff representative assigned to the Committee no later than thirty (30) days following the date on which the meeting was held.

### Convention Delegate Elections

The Okanagan Human Rights Committee shall elect a delegate and alternate(s) to the PSAC B.C. Regional Triennial Convention in accordance with Regulation 1 of the PSAC B.C. Regional By-Laws and Regulations. The delegate election meeting is to be held within a period of not more than six (6) and not less than two (2) months prior to the B.C. Regional Triennial Convention. 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 provided in writing and is to be given at least four (4) weeks in advance of the meeting date. The notice for the convention delegate election meeting must clearly state such election so that members are aware in advance.

### Financial Requirements

The fiscal year of the Committee shall be January 1 to December 31. The annual budget and financial statements will be presented and approved at the AGM.

An audit of the accounts shall be made annually by at least two (2) members who are not on the Committee Executive. The report of the auditors shall be presented in writing at the AGM.

The Executive members of the Committee shall be signing authorities for the Okanagan Human Rights Committee. All expenditures must be paid by cheque or two-party verified e-Transfer, and there shall be no cash withdrawals or use of petty cash. The signatures of two (2) signing officers shall be required for all cheques. A payee listed on a cheque may not be a signatory on that cheque. Any e-Transfer must involve a verification process where two executive members are required to authorize the transaction through a financial institution app or website. E-Transfers cannot be carried out by one (1) executive member on their own.

The Committee may not use the name of the PSAC for soliciting funds or advertising without the consent of the AEC.

### Terms of Reference

The Okanagan Human Rights Committee will be governed by these Terms of Reference, and these Terms of Reference shall conform to the provisions and principles of the PSAC Constitution and the PSAC B.C. Regional By-Laws and Regulations.

These Terms of Reference may be amended by a two-thirds majority of the accredited voting delegates and executive members in attendance at a general meeting. Notice of any proposed amendments to these Terms of Reference must be made, in writing, at least ten (10) days in advance to the affiliated members of the Committee.

### Logo



## Appendix: Links and Resources

- Email contact for the OKHRC Executive  
[PSACBC-HRC-Okanagan@psac-afpc.com](mailto:PSACBC-HRC-Okanagan@psac-afpc.com)
- REVP Office contact information  
[revp-bc@psac.com](mailto:revp-bc@psac.com)  
604-430-0191 or 1-866-953-1050
- PSAC BC Regional Council information and contacts  
<http://psacbc.com/our-organization/bc-regional-council>
- PSAC BC Regional Website  
[psacbc.com](http://psacbc.com)
- PSAC BC Human Rights Committee page  
<http://psacbc.com/our-organization/human-rights-committees>
- Okanagan Human Rights Committee Minutes and historical documents  
<http://psacbc.com/meeting-minutes/minutes-okanagan-hrc>
- Human Rights Committee Handbook  
[http://psacbc.com/sites/bc/files/human-rights-committee-handbook-en-copy\\_sept2020.pdf](http://psacbc.com/sites/bc/files/human-rights-committee-handbook-en-copy_sept2020.pdf)
- AGM checklist for PSAC BC Committees and Area Councils  
[http://psacbc.com/sites/bc/files/preparing\\_for\\_an\\_annual\\_general\\_meeting1.pdf](http://psacbc.com/sites/bc/files/preparing_for_an_annual_general_meeting1.pdf)
- General meetings checklists for PSAC BC Committees and Area Councils  
[http://psacbc.com/sites/bc/files/checklist\\_of\\_general\\_meetings.pdf](http://psacbc.com/sites/bc/files/checklist_of_general_meetings.pdf)
- PSAC Constitution  
<https://psacunion.ca/sites/psac/files/attachments/pdfs/psac-constitution-2018-nov-en.pdf>
- PSAC BC Regional By-Laws & Regulations  
[http://psacbc.com/sites/bc/files/bylaws\\_and\\_regulations\\_-\\_september\\_2020.pdf](http://psacbc.com/sites/bc/files/bylaws_and_regulations_-_september_2020.pdf)
- PSAC Rules of Order  
[http://psacbc.com/sites/bc/files/rules\\_of\\_order.pdf](http://psacbc.com/sites/bc/files/rules_of_order.pdf)
- PSAC BC Regional Committees and Area Councils Funding and Reporting Procedures and Templates  
[https://psacbc.com/sites/bc/files/bc\\_region\\_ac\\_rc\\_funding\\_and\\_reporting\\_procedures.updated\\_2020.pdf](https://psacbc.com/sites/bc/files/bc_region_ac_rc_funding_and_reporting_procedures.updated_2020.pdf)
- PSAC Social Justice Fund  
<http://psacunion.ca/social-justice-fund>
- PSAC Organizational Structure  
<http://psacbc.com/sites/bc/files/2019-psac-organization-map-en.pdf>