

Planning for the 10th PSAC BC Regional Triennial Convention **Friday, May 22 - Sunday, May 24, 2026 in Victoria, BC**

DELEGATE ENTITLEMENT:

Per Section 16, Sub-Section (6) (c) of the PSAC Constitution, “Each active Area Council shall be entitled to elect one (1) delegate” to the B.C. Regional Triennial Convention.

REQUIREMENTS TO REMAIN IN GOOD STANDING:

- 1. MEETINGS:** An Area Council must hold at least four (4) meetings per year, including an AGM where officers are elected and financial and other reports are presented.

See PSAC Constitution, Section 14, Sub-Section (13)(a)

For the purposes of delegate eligibility, in October 2014 a memorandum was issued by then PSAC National President Robyn Benson wherein it indicates that in the year prior to a PSAC Convention the four (4) required meetings must have taken place no later than six (6) months prior to the start of the PSAC Convention. This presidential ruling continues to be upheld. That means that **by Friday, November 21, 2025 all Area Councils must have held at least four meetings in the 2025 calendar year to be eligible to send a delegate to the 2026 PSAC BC Regional Convention.**

- 2. MINUTES:** For each Area Council meeting, the minutes must be sent to the REVP Office no later than **30 days** after the meeting has taken place. For example, if the meeting took place on Monday, January 20; the minutes must be received by the REVP Office by Wednesday, February 19, 2025. Minutes are to include any treasurer reports or additional documents circulated at the meeting.

See PSAC Constitution, Section 14, Sub-Section (14)(a)

3. FINANCIAL REPORTING

- a) YEAR-END FINANCIAL REPORTING:** At the end of each calendar year, each Area Council is required to submit documentation to the REVP Office in order to remain in good standing and receive funding. The list of required documents and further details can be found in the *PSAC BC*

** Information regarding all Convention-related deadlines will be communicated in the Official PSAC BC 2026 Regional Convention Call Letter and sent to all PSAC BC Area Councils.*

Region Area Councils and Regional Committees: Funding and Reporting Procedures. Reporting templates are also available in the Procedures.

- b) BANK STATEMENTS:** Every month, each Area Council is to submit a copy of their most recent bank statement to the REVP Office. For example, in May 2025 the Treasurer should be emailing in a copy of the April 2025 bank statement to the REVP Office; in June 2025 the Treasurer should be emailing in a copy of the May 2025 statement. Copies and/or scans of bank statements can be emailed to the REVP Office at HarrinT@psac-afpc.com

RESOLUTIONS DEADLINE:

Each BC Regional Area Council in good standing is entitled to submit resolutions to the BC Regional Triennial Convention.

See PSAC BC Regional By-Laws and Regulations, Section 8, Sub-Section 3

For the 2026 PSAC BC Regional Triennial Convention, if an Area Council plans to submit any resolutions, they must be received in writing by the REVP Office no later than **4:00 PM Pacific on February 20, 2026*** (three months prior to the PSAC BC Regional Triennial Convention) in order to be considered.

DELEGATE SELECTION:

DELEGATE SELECTION MEETING: Each Area Council is to hold a general meeting not less than two (2) months and not more than six (6) months prior to the BC Regional Triennial Convention for the purpose of electing a convention delegate.

Written notice of the Delegate Selection Meeting must be given at least four (4) weeks in advance of the meeting date.

See PSAC BC Regional By-Laws and Regulations, Regulation 1, Sub-Section 1

Note: While Regulation 1 stipulates that Delegate Selection Meeting must be held between six (6) and two (2) months prior to the PSAC BC Regional Convention, the deadline for delegate names has traditionally been between four (4) and six (6) months prior to Regional Convention so there's sufficient time to complete all the work associated with the Convention: For the 2026 PSAC BC Regional Triennial Convention, the deadline for delegate names is **4:00 PM Pacific on January 22, 2026***.

ELIGIBILITY: 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.

** Information regarding all Convention-related deadlines will be communicated in the Official PSAC BC 2026 Regional Convention Call Letter and sent to all PSAC BC Area Councils.*

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.

See PSAC BC Regional By-Laws and Regulations, Regulation 1, Sub-Section 2

VOTING: At the Delegate Selection Meeting, an Area Council's delegate is to be elected by a simple majority. Where no candidate has a clear majority, the lowest-ranking delegate is dropped from the ballot and voting is repeated until one (1) delegate has received a simple majority.

See PSAC BC Regional By-Laws and Regulations, Regulation 1, Sub-Section 3