

Delegate Entitlement

Who can be a Delegate to the PSAC North Regional Triennial Convention?

Delegate entitlement is defined in Section 8 of the PSAC North Bylaws:

Representation at the PSAC North Triennial Convention

Sub-Section (1)

Regional Conventions shall take place over three (3) days commencing on a Friday.

Sub-Section (2)

For the purpose of representation at a PSAC Regional Triennial Convention:

- a) Each local shall be entitled to one (1) delegate for the first 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 Equity Committee shall be entitled to elect one (1) delegate;*
- f) Two (2) elected regional National Indigenous Peoples' Circle representatives shall be delegates;*
- g) Each active Regional Young Workers Committee shall be entitled to elect (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) of the PSAC Constitution.*

Sub-Section (3)

- 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.*

Sub-Section (4)

Remuneration of delegates shall be in accordance with Section 24, Sub-Section (21) of the PSAC Constitution.

Sub-Section (5)

No member shall attend more than one Regional Convention as a delegate per convention cycle.

Credentials

PSAC North will solicit the delegates name(s) from each recognized union body as defined in Section 8, Sub-Section (2) of the PSAC North Bylaws – see above section on Delegate Entitlement.

The deadline for receipt of Delegate names is **February 6, 2023**.

Forward names to psacnorthconvention@psac-afpc.com .

An accounting of the highest number of members for the period of 12 months prior to the date of the Convention Call, as provided by the office of the PSAC Director of Finance Branch, will be used to determine the number of delegates each Component Local/Branch is entitled to send to Convention, as per Section 16, Sub-Section (6)(a) of the PSAC Constitution.

Delegate Registration

All delegates attending the Convention must be members in good standing of PSAC. Registration is to be done by completing the online registration form. A link will be provided to confirmed delegates once their names have been received by PSAC North.

On-site registration will take place at Aqsarniit Hotel and Conference Centre during the following periods:

May 24, 2023	3:00 p.m. to -7:00 p.m.
May 25, 2023	7:00 a.m. to -8:30 a.m.



Observers

Members in good standing who wish to attend Convention as an observer must complete the online registration form. Each observer will be charged a fee to receive an optional convention kit, which includes printed materials and convention swag, etc.

PSAC North is not responsible for the following costs related to observer attendance.

- All travel related costs
- Accommodations
- Meals and incidentals
- Loss of Salary
- Family Care

The PSAC will however cover expenses related to on-site accommodation of disabilities not related to personal care (i.e.: sign language, oral interpretation, etc.) as well as on-site childcare. Observers will only have access to on-site childcare if it's already being made available for delegates.

Observer registration begins **February 21, 2023** with a deadline of **March 14, 2023**.

PSAC Regional Committees and Area Councils are reminded that they cannot spend committee/council funds on observers. Due to space limitations, the number of observers is limited on a first come, first served basis.

Resolutions

Resolutions to Convention must be forwarded to psacnorthconvention@psac-afpc.com by **March 21, 2023**. Please submit resolutions in electronic format to: psacnorthconvention@psac-afpc.com

Section 7, Sub-Section (3)(b) of the PSAC North Bylaws describes who may submit resolutions to Convention:

...the PSAC North Regional Council, the northern components, PSAC Locals; and from the PSAC Regional Women's Committees, PSAC Territorial Area Councils, PSAC constitutionally recognized Regional Committees, PSAC Alliance Facilitators Networks, PSAC Regional Health and Safety Committees and, PSAC Young Workers Committees in good standing.

Resolutions submitted **after** the March 21, 2023 deadline shall be considered late. They will be referred to the appropriate resolutions committee for a recommendation and treated as the final order of business at the North Regional Convention, or by the North Regional Council following the Regional Convention. A late resolution cannot be moved up in the order of business by delegate motion.



Submitted resolutions must comply with the following criteria:

Format:

- ✓ Formatted in 14-point Arial font;
- ✓ Is concise, focused, and limited to 150 words, the 150-word limit includes the “Whereas” and “Be It Resolved” portions of the resolution (or clear language equivalent) but will not include the title of the resolution;
- ✓ Utilize either the traditional or clear language format and include the title, originating body and language of origin;
- ✓ Not include any special formatting such as boxes or drawings;
- ✓ In Microsoft Word format

Approved:

- ✓ Resolutions cannot be submitted by individual members. They must be voted on and endorsed by the appropriate originating body (i.e. Local, Area Council, etc.) prior to being submitted;

Content:

- ✓ Addresses just one topic (issue) and has one major objective;
- ✓ In simple wording, clearly identifies the issue and the action(s) required;
- ✓ Ensure that each Be it Resolved clearly articulates the action sought and is able to stand alone;
- ✓ Does not call for an action or outcome that contradicts or contravenes the PSAC Constitution;
- ✓ Ensures that the action proposed is within the jurisdiction of the organization to implement;
- ✓ Respects the mandate of Convention – i.e. do not submit bargaining demands via a Convention resolution;
- ✓ Does not duplicate an existing Resolution of Record;
- ✓ Builds in accountability – i.e. deadlines, who is responsible for implementing the proposed action, what resources are required;
- ✓ Allows for flexibility in implementation, as it’s the end result that counts;
- ✓ Is not calling for something that is already enacted;
- ✓ Applies the Who, What, When, Why and How test;

On Time:

- ✓ Resolution is submitted by **March 21, 2023**

Examples of traditional and clear language format resolutions are included on next page.

EXAMPLES OF GOOD RESOLUTIONS



TRADITIONAL FORMAT	CLEAR LANGUAGE FORMAT
<p>RE-ESTABLISHMENT OF THE COURT CHALLENGES PROGRAM</p> <p>WHEREAS the Court Challenges Program, which provided funding to challenge laws and policies that violate Constitutional equality rights, was abolished by the Conservative government; and</p> <p>WHEREAS in the past, this program allowed citizens to defend their fundamental rights – rights that many would have not had the financial means to defend without this program; and</p> <p>WHEREAS without the Court Challenges Program, only people with means have access to the legal system to challenge unjust laws;</p> <p>BE IT RESOLVED THAT PSAC support the rights of citizens by taking a public stand in favour of re-establishing the Court Challenges Program; and</p> <p>BE IT FURTHER RESOLVED THAT PSAC support all campaigns to have the Court Challenges Program re-established in its entirety.</p>	<p>MENTAL HEALTH AWARENESS IN THE WORKPLACE</p> <p>BECAUSE mental health issues affect many of our members and is the leading cause of stress in the workplace; and</p> <p>BECAUSE there needs to be an increased awareness of mental health issues; and</p> <p>BECAUSE there needs to be consistency in dealing with mental health issues;</p> <p>PSAC WILL develop a presentation document on mental health and make it available to all locals to increase awareness on mental health issues in the workplace.</p>

Transportation and Hotel Reservations

Beginning **March 13, 2023** delegates who require commercial transportation must reserve through W.E. Travel to make their travel arrangements. Please refer to the PSAC North Regional Convention Travel Guidelines.

A block of hotel rooms has been reserved for our PSAC North Convention requirements at various hotels in Iqaluit. All room reservations must be made through PSAC and must utilize the PSAC block of hotel rooms.

Delegate registration must be completed prior to making any hotel and travel arrangements.



Reimbursement and Loss of Salary

REMINDER: Prior to making travel arrangements, delegates should ensure that they have been granted leave from their employer to attend the Regional Convention.

Actual loss of salary will be reimbursed for working hours lost during the Regional Convention. There will be no compensation of salary for weekends except for delegates who are regularly scheduled to work on a Saturday or a Sunday upon receipt of official work or shift schedule. There will be no overtime compensation.

Please refer to the PSAC North Regional Convention Travel Guidelines for further instructions regarding reimbursement or loss of salary.

Family Care

The objective of the PSAC Family Care Policy is to remove a barrier which may prevent **delegates** from participating fully in union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC website at <http://psacunion.ca/family-care-policy>.

On-site childcare is intended to remove a barrier to a delegate's ability to participate at the PSAC North Regional Convention and is provided only for those who could not otherwise attend, had the service not been available.

Family care arrangements will be provided based on requests identified on the registration form.

Accommodation

PSAC strives to ensure that our events are barrier-free for delegates with disabilities. Accommodation will be provided based on requirements and functional limitations identified on the registration form.

No Scents!

In consideration for the health of our members who may suffer from environmental disabilities, and with the goal of eliminating a contaminant from the air, PSAC asks that all participants attending the Regional Convention refrain from using scented products. These include perfume, colognes, as well as scented lotions, hairsprays, deodorants, and other products promoted by the fragrance industry.



Greening our Convention

Climate change, global warming and the protection of our environment are union issues. Conventions, conferences and meetings all have an impact on our environment. We can help reduce this impact by adopting environmentally friendly practices. PSAC has worked to create a more sustainable Convention to reduce our carbon footprint. Our actions have included reducing the amount of paper and materials distributed, providing clean public water, and recycling and reusing Convention materials. Together, we can make a difference.

Training

Training sessions and courses related to Convention, including resolution writing and rules of order, will be posted on the PSAC North website here:

<https://psacnorth.com/topics/education-program/>

For first time delegates there will be a Convention orientation prior to start of Convention.

General

A copy of the PSAC North Regional Bylaws is available on the PSAC North website here: <http://psacnorth.com/resources> . You may also contact psacnorthconvention@psac-afpc.com

Details of the PSAC North Convention agenda and program, rules of procedure, copies of resolutions and committee reports as well as other items of interest will be made available to delegates in due course.

It's time again to chart the course for the next three years. I look forward to seeing you at our Convention in Iqaluit.

In Solidarity,



Lorraine Rousseau
Regional Executive Vice-President, North

c.c. NBoD

