

B27 - Bylaw 17 Committees of the Board (E) - Sponsored by Board of Directors

Rationale

Phase Two (2) of the comprehensive review of the PIPSC Bylaws has been completed. As part of this phase, the following bodies were consulted:

- Board of Directors
- Advisory Council (AC)
- Bylaws and Policies Committee (BLPC)
- Retired Members' Guild (RMG)
- PIPSC staff

The linked summary provides a side-by-side comparison of the Bylaws and is organized as follows:

- **Column 1 – Bylaw wording as of the 2025 AGM**
- **Column 2 – Proposed wording for consideration at the 2026 AGM**
- **Column 3 – Explanation and clarification of the proposed changes, where applicable**

Please note that some proposed changes to the French version may differ from those identified in the English version. As part of this review, the Institute is also taking the opportunity to ensure that the English and French versions of the Bylaws are consistent and convey the same meaning.

Be it resolved that the Institute Bylaws be revised as follows:

BY-LAW 17 COMMITTEES OF THE BOARD

Approved at the AGM 2025	Proposed for the AGM 2026	Clarification
17.1 GENERAL ~~17.1.1 Standing Committees The Board shall, as it deems necessary from time to time, establish Standing Committees whose mandates shall be specified in these By-Laws. Standing Committees shall consider any other matters, not included in their mandates, as the Board may require.~~ ~~17.1.1.1 Dissolution Standing Committees shall continue to exist until discontinued by explicit action of the Board.~~ ~~17.1.2 Ad Hoc Committees The Board may establish Ad Hoc Committees whose mandates shall be specified in the enabling motion. Ad Hoc Committees shall consider any other matters, not included in their mandates, as required by the Board.~~ ~~17.1.2.1 Dissolution Ad Hoc Committees shall automatically be dissolved following presentation of their final reports to the Board.~~ ~~17.1.3 Composition All Committees shall consist of five (5) to seven (7) members and, unless otherwise specified, shall include one (1) member from each Region. Where there is a Vice President liaison to a committee, the Vice President does not count as a member of the committee. The Committee Chair shall not be considered a member of a Region.~~ ~~17.1.3.1 Appointment Unless otherwise specified and excepting those required to serve on Standing~~	7.5 The Board may establish committees, task forces or working groups not inconsistent with the By-Laws or Articles of Continuance of the Institute as it deems necessary or convenient for the operation of the Institute, whose mandates and duration shall be specified in the enabling motion. These entities shall consider any other matters, not included in their mandates, as required by the Board and shall continue to exist until their mandate is accomplished, the end of its duration or discontinued by explicit action of the Board. 7.5.1 The Board could task these entities to work on subjects such as, but not limited to, current issues, By-Laws, policies, finances, elections, equity, diversity, inclusion, accessibility, training, professional recognition, science, official languages, and coordination with other unions and organizations. 7.5.2 A policy shall outline roles, responsibilities and procedures of these entities.	<i>New 7.5, 7.5.1 and 7.5.2 would replace current BL 17</i> <i>Current Policy on Committees of the Board would be reviewed and updated using the current BL 17</i>

~~Committees by virtue of their office, all members of Standing Committees shall be appointed by the Board no later than the second meeting in any calendar year. Incumbent members, including the Chairs, shall continue in office until replaced by the Board.~~

~~**17.1.4 Quorum** Unless otherwise specified, the quorum for all committees shall be a majority. Exofficio members of committees shall not be used for the calculation of quorum requirements nor for determining that a quorum is present.~~

~~**17.2 By-Laws and Policies Committee**~~

~~**17.2.1 Composition** - There shall be a Committee of the Board to be known as the By-Laws and Policies Committee consisting of five (5) to seven (7) members, one (1) of whom shall be a member of the Board.~~

~~**17.2.2 Mandate** The By-Laws and Policies Committee shall be responsible for:~~

- ~~a) providing advice on the interpretation of the Institute By-Laws and Policies and the Constitutions of constituent bodies;~~
- ~~b) scrutinizing proposed amendments to the Institute By-Laws and Policies to ensure consistency with current By-Laws and Policies, and~~
- ~~c) scrutinizing Constitutions of constituent bodies and proposed amendments thereto to ensure consistency with the Institute By-Laws and Policies. Such Constitutions and any amendments thereto shall take effect upon approval by the Board and ratification by the constituent body concerned, and~~

d) drafting new policies and amendments to existing policies as required and submitting them to the Board for approval and reviewing all policies, from time to time, to ensure their relevance, clarity and application.

17.2.3 Resolutions Sub-Committee

17.2.3.1 Composition – There shall be a Sub-Committee on Resolutions, chaired by the Chair of the By-Laws and Policies Committee, consisting of five (5) to seven (7) members. As a minimum, composition should include the designated representatives of the By-Laws and Policies Committee, the Finance Committee and the Advisory Council.

17.2.3.2 Mandate All proposed resolutions for the Annual General Meeting shall be submitted by the proposer(s) to the Resolutions Sub-Committee for examination. The Sub-Committee may make recommendations as to the validity, legality and clarity of the proposed resolutions to the proposer(s), to the Board and to the Annual General Meeting. The Resolutions Sub-Committee may rewrite, combine, or substitute resolutions, prepare a composite resolution, or prepare a policy paper to cover the question at issue, so long as such modifications do not contradict the intent of the proposer with the consent of the author of the resolution. Such recommendations are not binding on the proposer(s). However, if the Sub-Committee believes a resolution contravenes the Institute Policy on Conduct or the Canadian Human Rights Act, the proposer(s) shall be given an opportunity to revise the resolution before recommending to the President that the resolution be rejected and the proposer(s) so informed.

~~17.2.3.3~~ The Sub Committee is available to assist constituencies in improving the formulation of resolutions.

~~17.3 Elections Committee 17.3.1 Composition~~— There shall be a Committee of the Board to be known as the Elections Committee consisting of five (5) to seven (7) members. Officers and Directors of the Institute shall not be members of the Elections Committee. The Board shall appoint members for a two (2) year term beginning in January of 2021 and subsequent terms shall be three (3) years beginning in January of 2023. ~~17.3.1.1 Members Ineligibility as Candidates in Institute Elections~~ Upon accepting an appointment to the Elections Committee, a member shall irrevocably forfeit their right to be a candidate for the election that the Committee is charged with conducting, or to hold office as an Officer or Director of the Institute after that election has been completed.

~~17.3.2 Conduct of Elections~~ The Elections Committee shall be responsible for the conduct of Institute elections for Officers and Directors, other than the AC Director, according to the By Laws and Policies of the Institute and shall adopt such administrative procedures as may be necessary to conduct that election. The Elections Committee shall also:

1. scrutinize all candidate biographical sketches for accuracy insofar as is practical, and 2. investigate and rule on the propriety of any election activity undertaken by a candidate or those acting on behalf of the candidate. Notwithstanding By Law 24, upon finding such activity to be improper or inappropriate, the Committee shall take such corrective action as it

~~deems necessary. Corrective action taken by the Elections Committee may include, but is not limited to:-~~

~~i) declaring the election, or any candidacy in such election to be null and void; ii) removal of the right to vote in that election~~

~~**17.3.2.1** The Elections Committee may also act as an elections committee for other elections as requested by: a) the constituent body elections committee, or b) the constituent body executive, or c) the Board of Directors~~

~~**17.3.3 Alleged Violations** All alleged violations to these By Laws or Policies must be reported to the Elections Committee within thirty (30) days of the election. The Elections Committee shall advise the affected persons of any such action.~~

~~**17.4 Elections Appeals Committee**~~

~~**17.4.1 Composition** – There shall be a committee appointed by the Board of Directors known as the Elections Appeals Committee, consisting of five (5) members which will not include current Board members or candidates for the applicable elections.~~

~~The Elections Appeals Committee members shall be:~~
~~1. Knowledgeable about the roles of the Executive Committee and of the Board of Directors. 2. Knowledgeable in the elections procedures and activities, taking into account what activities have or have not been allowed in the past. 3. Knowledgeable of the PIPSC By Laws and policies.~~
~~**17.4.1.1 Members Ineligibility as Candidates in Institute Elections** – Upon accepting an appointment to the~~

~~Elections Appeals Committee, a member shall irrevocably forfeit their right to be a candidate for the election that the Committee may be involved with, or to hold office as an Officer or Director of the Institute until after that election appeal period has been completed.~~

~~**17.4.2 Appeal Procedures** Within forty eight (48) hours of receipt of any such decision of the Elections Committee, any party directly affected by the complaint may submit an appeal of the decision to the Elections Appeals Committee to determine whether the Elections Committee has acted within its mandate in rendering such a decision. Appeals will be limited to decisions of the National Elections Committee and Group elections committees.~~

~~**17.4.2.1** The Elections Appeals Committee shall acknowledge receipt of the appeal within seventytwo (72) hours. All members of the Elections Appeals Committee must, unless in a conflict of interest, participate in the deliberation and decision.~~

~~**17.4.2.2** The Elections Appeals Committee shall conduct the necessary investigation and render its decision within seven (7) days of receipt of the appeal. The appellant shall have the right to present their case to the Elections Appeals Committee via electronic means.~~

~~**17.4.2.3 Decision** The decision of the Elections Appeals Committee shall be final and binding. The Elections Appeals Committee will convey the decision to the appellant and inform the Elections Committee who will follow up, if need be. **17.4.2.4** The appeal of all elections complaints for Group elections will be heard by the PIPSC Elections Appeals Committee~~

and all such complaints shall be governed by Institute By Laws 17.4.2, 17.4.2.1, 17.4.2.2 and 17.4.2.3. **17.5**

~~Executive Compensation Committee~~

17.5.1 Composition ~~There shall be a Committee of the Board to be known as the Executive Compensation Committee, consisting of three (3) to five (5) Board members. The President and Vice Presidents cannot be members of the Executive Compensation Committee.~~

17.5.1.1 ~~If any member of this Committee officially enters into the election for President or Vice President by filing nomination papers, or applies for a position as an excluded employee, they forthwith disqualifies themselves from office on the Committee.~~

17.5.1.2 Vacancy ~~Any vacancy on this Committee shall be filled by the Board at its next meeting.~~ **17.5.2 Mandate** ~~The Executive Compensation Committee shall: a) Review and make recommendations to the Board with respect to all matters of compensation and terms and conditions of employment for the President, the Vice Presidents, and the Chief Operating Officer and Executive Secretary. b) Review and make recommendations to the Board with respect to the compensation for all excluded Staff to be implemented by the Chief Operating Officer and Executive Secretary.~~

17.5.3 ~~Executive Compensation Committee (ECC) members shall serve a three year term of office commencing after each election of Officers and Directors of the Institute as per By Law 22.1. The members of the committee shall be appointed by the~~

~~Board no later than the third Board meeting following the election.~~ **~~17.6 Finance Committee~~**

~~17.6.1 Composition~~ ~~There shall be a Committee of the Board to be known as the Finance Committee consisting of five (5) to seven (7) members. The Chair shall not be a signing officer of the Institute.~~

~~17.6.2 Mandate~~ ~~The Finance Committee shall be responsible to review budgets, financial statements, the management of Institute assets, financial policies, member reimbursement appeals and other financial matters of the Institute and shall make recommendations to the Board of Directors.~~

~~17.6.3 Reports to the Board~~ ~~The Finance Committee shall report at least quarterly to the Board.~~

~~17.7 Human Rights and Diversity Committee~~

~~17.7.1 Composition~~ ~~There shall be a Committee of the Board to be known as the Committee on Human Rights and Diversity, consisting of five (5) to seven (7) members. Composition of the Committee should be representative of the diversity of the membership.~~

~~17.7.2 Mandate~~ ~~The Committee on Human Rights and Diversity shall advise and make recommendations to the Board on human rights and diversity matters affecting the membership. To achieve its mandate, it will:~~

~~a) Monitor issues in the broad field of human rights and diversity, including but not limited to issues such as gender, race, ethnicity, class, mental health and ageism;~~

b) Advocate for groups of people subject to discrimination, workplace violence, and harassment, including but not limited to Women, Indigenous Peoples, Racialized Groups, Black People, People with disabilities, and Members of the 2SLGBTQIA+ Community;

c) Coordinate and distribute information and recent developments in the field of human rights and diversity;

17.8 Training, Education and Mentoring Committee

17.8.1 Composition There shall be a Committee of the Board to be known as the Training, Education and Mentoring Committee consisting of five (5) to seven (7) members. The Chair of each Region's Training Committee shall be the designated member to this committee. Each Region shall designate an alternate, should the Chair of the Training Committee be unable to attend. **17.8.2 Mandate** The Training, Education and Mentoring Committee shall be responsible for advising and making recommendations and/or providing advice to the Board on any issue relating to the recruitment, training, mentoring and education of Stewards/members and the Institute training program.

17.9 Professional Recognition and Qualifications Committee **17.9.1 Composition** There shall be a Committee of the Board to be known as the Professional Recognition and Qualifications Committee consisting of five (5) to seven (7) members. The composition of the Committee should ensure the diversity of occupational groups. **17.9.2 Mandate** The Professional Recognition and

~~Qualifications Committee defines issues, priorities and actions relative to professionalism.~~

17.10 Science Advisory Committee

~~**17.10.1 Composition** – There shall be a Committee of the Board to be known as the Science Advisory Committee consisting of five (5) to seven (7) members. Composition of the Committee should be representative of Science and Technology Membership, which includes research, engineering, and science-related activities. The Board shall appoint members for a two (2) year term.~~

~~**17.10.2 Mandate** – The Science Advisory Committee shall advise and make recommendations to the Board on how to address concerns or issues identified in the Workplace which related to science and public science issues, and the Institute's efforts to present itself as an advocate for public science in Canada and for restoration of a science-based departmental funding (A-base budgets). To achieve its mandate, it will: a) monitor issues in the field of science and technology related to the work of members and the Institute in this field, including issues of science workplace ethics, and b) coordinate and distribute information on public science within the Institute and help coordinate the Institute's outreach through its communications to Canadians on these issues, under the goal of focusing the public discussion of science issues in the language of science, by scientists, and c) provide an ongoing forum where Public Science-related issues and the Institute's interests in this issue can be discussed and studied.~~

17.11 Information Technology Services and Projects Committee

17.11.1 Composition ~~There shall be a Committee of the Board to be known as the Information Technology Services and Projects Committee consisting of five (5) to seven (7) members. Composition of the Committee should normally be representative of PIPSC IM/IT Professionals.~~

17.11.2 Mandate ~~The Information Technology Services and Projects Committee shall advise and make recommendations to the Board on Information Technology Services and Projects issues.~~

~~17.12 — Canada Labour Congress (CLC) Committees~~

17.12.1 Selection ~~A call letter shall be sent to the membership to solicit applications to represent PIPSC on CLC Committees.~~ **17.12.2 Equity Committees** ~~Members who have applied to and identify with a particular equity group, shall be given preference over other members in the selection process.~~

17.12.3 Confirmation ~~The Board of Directors shall make the selections, subject to 17.12.2.~~