

NATIONAL CAPITAL REGION REGULATIONS

PREAMBLE

These Regulations are intended to amplify procedures necessary to meet the requirements of the National Capital Region By-Laws and may be revised as considered necessary from time to time by the National Capital Region Executive. All changes to these Regulations shall be published.

REGULATION R5 – NATIONAL CAPITAL REGIONAL COUNCIL

R5.2 National Capital Regional Council

Delegates to the National Capital Regional Council shall be allocated and selected as follows:

R5.2.1 Delegate allocation

Delegates to the National Capital Regional Council shall be allocated as follows:

R5.2.1.1 Up to thirteen (13) delegate positions shall be reserved for members of the NCR Executive.

R5.2.1.2 In consideration that some prominent members may not be very active in branches, up to 5% of the delegates may be allocated directly by the NCR Executive from amongst the entire membership of the NCR.

R5.2.1.3 The remaining delegates shall be divided amongst:

1. Active branches,
2. NCR Chapter of the Retired Members Guild,
3. Inactive branches, and
4. Members not represented by a branch.

R5.2.1.4 The member-to-delegate ratio shall be the same for members in active branches, members of the NCR Chapter of the Retired Members' Guild, members amongst inactive branches, **and** members not represented by a branch.

R5.2.2 Delegate selection

Delegate selection shall normally be done as follows:

R5.2.2.1 No later than six (6) weeks before the Regional Council, the Presidents of NCR active branches and NCR Chapter of the Retired Members Guild shall be informed of their delegate allocation, as given in R5.2.1.4. Upon receipt of the delegate allocation and list of applicants from their branch or guild, the presidents will be invited to submit a list of suggested delegates and ranked alternatives no later than four (4) weeks before the Regional Council. The final decision will be made by the NCR Executive and communicated to the appropriate active branches and/or NCR Chapter of the Retired Members Guild.

R5.2.2.2 The NCR Executive shall select the applicants from amongst members who are part of inactive branches and members who are not represented by a branch, up to the maximum allocated number of delegates (see 5.2.1).

R5.2.2.3 Notwithstanding R5.2.1, should active branches and/or the NCR Chapter of the Retired Members Guild fail to fill their maximum allocated number of delegates (see 5.2.1), the NCR Executive shall fill those remaining delegates, from amongst other applicants of those specific active branches and/or the NCR Chapter of the Retired Members Guild, then from amongst other applicants not of those specific active branches and/or the NCR Chapter of the Retired Members Guild.

R5.2.2.4 Once the above delegate selection is done, the NCR may select the additional delegates as allocated in R5.2.1.2 from amongst the members of the NCR.

R5.2.3 Notification

Selected delegates shall be informed and formally invited no later than three (3) weeks before the Regional Council.

REGULATION R9 – NCR DELEGATES TO THE PIPSC AGM

R9.1 Delegate Allocation

NCR Delegates to the PIPSC AGM shall be allocated as follows:

R9.1.1 Up to nine (9) delegates shall be reserved for members of the NCR Executive.

R9.1.2 up to ten (10) delegates shall be reserved for members of the NCR, using the criteria within 9.1.4, selected by the NCR Executive and removed from allocations outlined in 9.1.3.

R9.1.3 The remaining delegates shall be divided amongst:

1. Active branches,
2. NCR Chapter of the Retired Members Guild,
3. Inactive branches, and
4. Members not represented by a branch.

R9.1.4 The selection criteria the NCR Executive will use to select delegates and recommend to be used for submission of suggested delegates by presidents will be as follows:

- Individual's engagement (steward, member of an executive committee, etc.);
- Diversity of the employers within the Region;
- Identified as a member of an equity group;
- Identified as a youth (young professional as defined by the Institute);
- Identified as a new applicant for attending the PIPSC AGM.

R9.1.5 The member-to-delegate ratio shall be the same for members in active branches, members of the NCR Chapter of the Retired Members' Guild,, members amongst inactive branches, and members not represented by a branch.

R9.2 Delegate selection

Delegate selection shall normally be done as follows:

R9.2.1 No later than two (2) weeks before the deadline for delegate submissions, the Presidents of NCR active branches and NCR Chapter of the Retired Members Guild shall be informed of their delegate allocation, as given in R 9.1. Upon receipt of the delegate allocation and list of applicants from their branch or guild, the presidents will be invited to submit a list of suggested delegates and ranked alternatives no later than one (1) week before the deadline for delegate submissions. The final decision will be made by the NCR Executive and communicated to the appropriate active branches and/or NCR Chapter of the Retired Members Guild.

R9.2.2 The NCR Executive shall select the applicants from amongst members who are part of inactive branches and members who are not represented by a branch, up to the maximum allocated number of delegates (see 9.1).

R9.2.3 Notwithstanding R9.1, should active branches and/or the NCR Chapter of the Retired Members Guild fail to fill their maximum allocated number of delegates (see 9.1), the NCR Executive shall fill those remaining delegates, from amongst other applicants of those specific active branches and/or the NCR Chapter of the Retired Members Guild, then from amongst other applicants not of those specific active branches and/or the NCR Chapter of the Retired Members Guild.

R9.2.4 Selected delegates shall be informed after the deadline for delegate submissions is closed.

REGULATION R12 – COMMITTEES

R12.1 Training Committee

R12.1.1 Purpose

The main purpose of the NCR Training Committee is to coordinate and ensure the delivery of basic steward training courses. The Committee may choose to focus on special training as the need arises.

R12.1.2 Composition

The Committee shall normally be comprised of a Chair, the NCR Chief Steward, and from two to four other members. An effort shall be made to include one member from outside the NCR Executive. The Chair shall be selected from amongst the NCR Executive at the first meeting following the fiscal year's Regional Council.

R12.1.3 Frequency of meetings

Meetings of the Committee shall be held every two months or when necessary. The Chair shall call meetings and provide an agenda. Minutes shall be kept and approved at the next Committee meeting.

R12.1.4 Reports to the NCR Executive

The Committee shall report at least quarterly to the NCR Executive.

R12.1.5 Representative to the PIPSC Member Services Committee

The Chair of the Training Committee shall be the recommended NCR representative to the PIPSC Member Services Committee.

R12.2 NCR Finance Committee

R12.2.1 Purpose

The Committee shall be responsible for preparing and presenting budgets to the NCR Executive, reviewing income, expenditures and accounts, and supervising and making recommendations to the NCR Executive concerning the audit and control of NCR funds.

R12.2.2 Composition

The Committee shall normally be composed of a Chair and one or two members selected from within the NCR Executive. Additional members may also be selected. Normally, the Treasurer shall be a member of the Committee

R12.2.3 Frequency of meetings

The Committee shall meet as necessary.

R12.2.4 Reports to the NCR Executive

The Committee shall report to the NCR Executive at every regular meeting of the NCR Executive.

R12.3 Rights and Freedoms Committee

R12.3.1 Purpose

The purpose of the Committee is to endorse and promote the Canadian Human Rights Act; promote values such as right to speak, right to know, right to provide service within the framework of labour relations, recognizing loyalty to citizens of Canada.

R12.3.2 Composition

The Committee shall normally be composed of a Chair and one or two members selected from within the NCR Executive and two or three additional members not on the NCR Executive.

R12.3.3 Frequency of meetings

The Committee shall meet as necessary.

R12.3.4 Reports to the NCR Executive

The Committee shall report at least quarterly to the NCR Executive.

R12.4 AGM Delegation Committee

R12.4.1 Purpose

The purpose of the Committee shall be to ensure that the NCR has a full delegation in attendance at the PIPSC AGM, taking into account the NCR Constitution, NCR Regulations and direction of the NCR Executive.

In particular, the Committee is responsible to ensure that the process of branch selection of delegates runs smoothly as well as to appoint new delegates to any vacancies that arise shortly before or during the AGM.

In addition, as directed by the Regional Executive, this Committee may assist in the delegate selection process for the NCR Regional Council.

R12.4.2 Composition

The Committee shall normally be composed of a Chair and two or three other members of the NCR Executive. The Chair of the Committee shall normally be the Chair of the NCR Executive.

R12.4.3 Frequency of Meetings

The Committee shall meet as necessary.

R12.4.4 Reports

The Committee shall report as necessary.

R12.5 Other Committees

R12.5.1 Branch Coordination Committee

R12.5.1.1 Purpose

The main purpose of the Branch Coordination Committee is to coordinate and develop the branch structure in the NCR Region. The Committee will also analyze and provide information to the NCR Executive regarding all new branch applications.

R12.5.1.2 Composition

The Committee shall normally be comprised of the Branch Coordinator, three or four members from the NCR Executive, and three or four members from NCR Branch Executives.

R12.5.1.3 Frequency of meetings

Meetings of the Committee shall be held every two months or when necessary. The Branch Coordinator shall call meetings and provide an agenda. Minutes shall be kept and approved at the next Committee meeting.

R12.5.1.4 Duties of the Branch Coordinator

R12.5.1.4.1 The Branch Coordinator shall be the voice of the branches to the Regional Executive. The Branch Coordinator is responsible for maintaining communications, with

all of the Branch Executives on all issues of interest, or concern to the branches, to ensure that the interests and the voice of the branches are heard at the Regional level.

R12.5.1.4.2 Reports to the NCR Executive

The Committee shall report at least quarterly to the NCR Executive.

R12.5.2 NCR By-Laws and Policies Committee

R12.5.2.1 Purpose

The NCR By-Laws and Policies Committee shall be responsible for providing advice to the NCR Executive on the interpretation of the NCR Constitution, By-Laws and Regulations; drafting and analyzing proposed amendments to the NCR Constitution, By-Laws and Regulations; providing advice to the Branch Executives on the drafting of their Constitutions, By-Laws and Regulations, and proposed amendments thereto; and providing advice to the NCR Regional Council on procedural matters.

R12.5.2.2 Composition

The Committee shall consist of at least a Chair and two other members. The Chair shall be selected from amongst the NCR Executive.

R12.5.2.3 Frequency of meetings

The Committee shall meet as necessary.

R12.5.2.4 Reports to the NCR Executive

The Committee shall report at least quarterly to the NCR Executive.

R12.5.3 Communication Committee

R12.5.3.1 Purpose

The purpose of the Committee is to build and improve the state of communication for the National Capital Region.

R12.5.3.2 Composition

The Committee shall normally be composed of a Chair and two or three members selected from within the NCR Executive and two or three additional members not on the NCR Executive.

R12.5.3.3 Frequency of meetings

The Committee shall meet every two months or as necessary.

R12.5.3.4 Reports to the NCR Executive

The Committee shall report at least quarterly to the NCR Executive.

R12.5.4 NCR Awards Committee

R12.5.4.1 Purpose: The NCR Awards Committee shall be responsible for administering the NCR "Unsung Heros" Award and recommending recipients to the NCR Executive. As well, the Committee may recommend to the NCR Executive PIPSC members who

should be nominated for a PIPSC Citation Certificate, an Institute Service Award or an Institute Life Membership.

R12.5.4.2 Composition: The Committee shall consist of a Chair and two or three other members. The Chair shall be selected from amongst the NCR Executive.

R12.5.4.3 Frequency of Meetings: The Committee shall meet as necessary.

R12.5.4.4 Reports to the NCR Executive: The Committee shall report at least bi-annually to the NCR Executive.

R12.5.5 Planning Committee

R12.5.5.1 Purpose: The purpose of the Planning Committee is to review current issues facing the NCR and assist the Chair of the NCR in developing strategies. The Committee will coordinate the planning of the NCR Councils, the annual Strategic Planning Seminar, as well as the Region's participation in the PIPSC AGM and other events not covered by any other NCR committees or as directed by the NCR Executive.

R12.5.5.2 Composition: The Committee shall consist of the Secretary of the NCR Executive, who shall serve as chair of the Committee, the Chief Steward, the Chair of the NCR Executive, the Treasurer and one other member chosen by the Chair of the NCR Executive.

R12.5.5.3 Frequency of meetings: The committee shall meet as necessary

R12.5.5.4 Reports: The committee shall report at the next NCR Executive meeting following a Planning Committee meeting.

R12.5.5.5 Decisions: The Committee shall bring to the next Executive meeting any proposals requiring the approval of the full Executive. The committee does not have the power to make decisions on behalf of the full NCR Executive without the prior consent of the NCR Executive.

R12.5.6 Young Professionals Committee

R12.5.6.1 Purpose: Our main objectives are to educate young workers about the labour movement as a whole; engage, mobilize and retain young workers; and raise awareness on a series of issues that young workers face today.

R12.5.6.2 Composition: The Committee shall normally be composed of a Chair and two or three additional members not on the NCR Executive.

R12.5.6.3 Frequency of meetings: The Committee shall meet every two months or as necessary.

R12.5.6.4 Reports to the NCR Executive: The Committee shall report at least quarterly to the NCR Executive.

R12.5.7 NCR Member Engagement Committee

R12.5.7.1 Purpose: The NCR Member Engagement Committee shall be responsible for planning ways to engage regular and retired members and further recruit individuals identified as Rand of the NCR to strengthen our union and provide a sense of belonging. The Committee should play a central role in building, welcoming, inclusive and connected members. As well, the Committee will foster more engagement and participation with PIPSC.

R12.5.7.2 Composition: The Committee shall consist of a Chair and two or three other members. The Chair shall be selected from amongst the NCR Executive.

R12.5.7.3 Frequency of Meetings: The Committee shall meet as necessary.

R12.5.7.4 Reports to the NCR Executive: The Committee shall report at least bi-annually to the NCR Executive.

Approved by the Board of Directors

July 26, 2019

Approved by the Region & BLPC

December 16, 2023