

**REGULATIONS AS APPROVED BY THE
NATIONAL EXECUTIVE
AMENDED NOVEMBER 2018**

REGULATION 1

Section 1

- (A) Out of pocket expenses, including meals and incidental expenses, shall be paid for each day or part day a National Executive Officer or Local Member is deemed to be on Component business as authorized by the National President or duly appointed alternate, in the following amounts:

2011

- 1) Breakfast - \$17.50
- 2) Lunch - \$20.00
- 3) Dinner - \$40.00
- 4) Incidentals - \$17.50

\$95.00

- A (i) As per the PSAC Travel Policy regarding Meals Provided - When a **full meal** is provided, or included in the accommodation rate or in the price of the commercial carrier *ticket price*, the traveller shall not claim nor be reimbursed the meal allowance if, as a matter of personal preference, the traveller chooses to eat elsewhere. Travellers with food allergies or dietary restrictions should clearly communicate their requirements to the venue in order to ensure that they may be accommodated.

UVAE equates a hot breakfast as a **full meal**.

For all other exceptions, justification must be provided to the National Office for consideration and approval.

- (B) A monthly allocation that will be fixed periodically by the National President will be given to an National Officer considered working for UVAE. This monthly allocation will be authorized by the National President or the National Executive Vice-President.
- (C) The National President may amend the kilometre rate, and/or per diem rate, if necessary.
- (D) When a member of the National Executive is on secondment working for another department, or working for another organization other than VAC, the alternate will assume the NVP position until the return of the member of the National Executive.

When a member of the National Executive or a Local President has requested and received prior authorization or at the request of the National President/National Executive Vice-President to carry out work for UVAE on a day other than his or her scheduled hours of work, for example on a compressed day off or on their day(s) of rest, the member will receive compensation in the amount of \$100 for each full day of work.

- (F) During the absence of more than one week of the National President, the National President may request that the NEVP act in the position of National President and as such would receive compensation at the rate of pay for that position.

During the absence of more than one week of the NEVP, the National President may request that the Alternate to the NEVP act in the position of NEVP and as such would receive compensation and benefits for that position.

Section 2

Transportation cost may be as follows:

- (A) economy air service, or special air fares if arranged, or
- (B) rail fare, or special rail fares if arranged, or
- (C) travel by PMC at a travelling allowance per mile or kilometre, or
- (D) other means of transportation which are most cost effective and reasonable in the circumstances

Section 3

When a National Executive Officer or Local member is required to be absent overnight, the cost of hotel accommodation shall be borne by the Component. For the purpose of this section, hotel accommodation is defined as the cost of the room only. Incidental charges are at the expense of the member.

Section 4

Where absence from home not requiring hotel accommodation is authorized, out of pocket expenses may be paid on submission of an account supported, where indicated, by vouchers.

Section 5

All claims are to be submitted on authorized forms supported, where indicated, by receipted bills or vouchers. All claims must be approved by the National President or officer specifically delegated by the President for this purpose before payment can be made.

If the National Office does not receive the form accompanied by the receipts within 60 days following an activity, the incurred expenses will become the responsibility of the applicant.

Section 6

Notwithstanding anything in the preceding Sections 1 to 5, the National President may, in particular circumstances, authorize the payment of a particular item of expenses occurred if, in the opinion of the National President, such expense is fully necessary in the best interests of the Component.

REGULATION 2

Such retiring members of the National Executive as the National President may consider necessary for the proper conduct and transmission of the business of the Component may, upon invitation of the National President, attend the inaugural meeting of the incoming Executive held the day following the close of Convention. For the purposes of this meeting, these retiring members shall be considered as being on official business of the Component.

REGULATION 3

Delegates at Convention shall conduct themselves in a manner befitting the responsibility of their duties and the trust of the membership imposed on them. They shall attend all business meetings of the Convention and their committees, unless prior authorization for their absence is obtained from the National President or the Convention Chairperson. Conduct unbecoming a delegate shall be subject to censure by the National President, with appropriate penalties imposed by the Convention.

REGULATION 4

Representatives of the Component on any affiliated body shall submit a report of their activities and deliberations to the National Executive immediately following their attendance at any meetings of the said affiliated organization. They shall submit a detailed report of their activities and deliberations on behalf of the Component covering the period between Conventions of the Component at each Convention of the Component.

REGULATION 5

Section 1

All correspondence files related to the welfare of our members and the conduct and operation of this Component and its locals will be maintained intact for a minimum of three years, and in any case no such correspondence shall be destroyed which post-dates the Convention immediately preceding the most recent Convention. Any other correspondence, document or record will be retained as determined by the National President.

Section 2

Notwithstanding Sub-section 1 immediately preceding, the National President is empowered to retain items of correspondence and other records which, in the opinion of the National President, are of historical significance and value to the Component.

REGULATION 6 (BY-LAW 9, Section 2)

NOMINATIONS AND ELECTIONS

- (A) Nominations for office on the National Executive and Alternates to National Vice-Presidents may be made in the prescribed form at Convention to a Nominating Committee appointed by the National President from the delegates present.
- (B) The Nominations Committee shall receive nominations for each elective office on the National Executive and Alternates to National Vice-Presidents, verify the eligibility of nominees for office, ascertain the willingness of nominees to accept and perform the duties of any office to which they might be elected, and report to the Convention the names of all such nominees.
- (C) All nominations submitted to the Nominations Committee shall be in writing, signed by a nominator and seconder each of whom shall be an accredited delegate.
- (D) The Chairperson of the Nominations Committee, or an alternate appointed to do so, shall conduct the elections and may appoint all necessary assistants to ensure an orderly election.
- (E) Nominees for National Executive and Alternates to National Vice-Presidents positions shall be members in good standing. Elections will be called as follows:
 - (i) National President
 - (ii) National Executive Vice-President

- (iii) Alternate to the National Executive Vice-President
- (iv) National Vice-Presidents and Alternates from East to West for:
 - The National Vice-President to represent the Atlantic Provinces (Prince Edward Island, Nova Scotia, Newfoundland and New Brunswick).
 - The Alternate to the National Vice-President for the Atlantic Provinces.
 - The National Vice-President for Charlottetown Head Office.
 - The Alternate to the National Vice-President for Charlottetown Head Office.
 - The National Vice-President for Québec.
 - The Alternate to the National Vice-President for Québec.
 - The National Vice-President for Ontario.
 - The Alternate to the National Vice-President for Ontario.
 - The National Vice-President for the Western Region (Manitoba, Alberta, Saskatchewan and British Columbia).
 - The Alternate to the National Vice-President for the Western Region
 - The National Vice-President for Deer Lodge Centre
 - The Alternate to the National Vice-President for Deer Lodge Centre
 - The Equal Opportunity Coordinator
 - The National Vice-President for Deer Lodge Centre.
 - The Alternate to the National Vice-President for Deer Lodge Centre.

Each office shall be called in turn and the election for that office completed before the next office is called. In addition to the names of the nominees for each office reported by the Nominations Committee, further nominations shall be called from the floor of Convention for each office in turn. It shall be the duty of the Chairperson to ascertain and ensure the eligibility and willingness to accept office of any such nominee before proceeding with the election.

REGULATION 7 (BY-LAW 11, Section 3)

Each of the signing officers of the Component and each member of the staff who has access to or deals with the finances of the Component shall be bonded with coverage in an amount not less than \$10,000.00. All newly appointed signing officers or newly employed staff members who have access to or deal with the finances of the Component shall be covered by this said blanket bond, as soon as possible but in any event within two months of their appointment.

REGULATION 8 (BY-LAW 11, Section 13)

The financial records of this Component shall be available at all times at the National Office of the Component. All members of the Component may receive, in writing, any detailed information they request regarding the budget. Such requests shall be authorized by the President of a Local.

REGULATION 9 (BY-LAW 14, Section 2)

In the case of a jurisdictional dispute, each Local concerned and the National Vice-President for the area shall be asked immediately to submit a report to the National Executive. This report shall be submitted within 30 days of the request and the decision of the National Executive shall be handed down within 90 days of referral of the dispute to the National Executive by one or all of the Locals concerned.

REGULATION 10

REGULATION GOVERNING THE TERMS AND CONDITIONS OF EMPLOYMENT FOR THE PRESIDENT OF THE COMPONENT

1. The purpose of this Regulation is to set up the terms and conditions of employment for the President and the National Executive Vice-President of the Component.
2. The full-time elected officers of the Union of Veterans' Affairs Employees are the President and National Executive Vice-President of the Component.
3. The terms and conditions of employment for the full-time elected officers are as described in this Regulation.

4. Tenure of Office

The tenure of office of the full-time President and the National Executive Vice-President shall be in accordance with the By-Laws of the UVAE.

5. Entitlement to Pay

- (A) The elected officers are entitled to be paid for services rendered, the remuneration applicable to the position held;
- (B) The salary of the National President and the National Executive Vice-President shall be established under the PSAC Bands.

The salary scales of the positions identified in this Regulation will be modified from time to time, in conformity with the bands already set out with the PSAC.

6. Continuous Employment

For the purposes of annual leave and severance pay, continuous employment for the elected officers shall comprise the total period of continuous employment from the date of commencement of service in the Public Service to the date of termination of employment with the Component.

7. Designated Paid Holidays - Leave General - Sick Leave - Vacation Leave with Pay - Special Leave - Other Types of Leave.

The National President and the National Executive Vice-President shall earn and be granted vacation leave with or without pay under the same conditions that apply to the UVAE employees.

The National President and the National Executive Vice-President may carry over any vacation leave credits but not in excess of one year's entitlement.

8. Travel Expenses

- (A) The President and the National Executive Vice-President are entitled to be reimbursed for travel expenses, in accordance with standard Component policy, while on Component business outside the Ottawa-Hull area;
- (B) The President and the National Executive Vice-President are entitled to hotel accommodation and the Component per diem when attending Conventions, meetings and Conferences within the Ottawa-Hull area.

9. Relocation Expenses

The President and the National Executive Vice-President of the Component **are** entitled to be reimbursed for relocation expenses, in accordance with Regulation No. 11.

NEVP (If living in Ottawa)

Relocation costs must be claimed within a six month period.

10. Other Benefits

- (A) The Component will pay the employer's portion of all Public Service benefit plans for which the President and the National Executive Vice-President become liable in order to maintain the plans in force while on leave without pay from the Public Service unless in receipt of ten days leave with pay in a month.
- (B) The Component will pay the benefits on the Component President and the National Executive Vice-President's salary less any leave with pay on the same basis as those enjoyed by the employees of the Component.
- (C) The President and the National Executive Vice-President shall be entitled to receive a bilingualism bonus on the same basis and under the same conditions that apply to all Component employees, unless they are already being paid by the Public Service.

11. No additional benefits other than those described in this Regulation shall be granted to the President, and the National Executive Vice-President unless they are approved by the National Executive prior to their implementation.

12. Transition Period

At the request of the incoming President and the agreement of the outgoing President, the outgoing President can remain on staff for a transition period as a Technical Advisor. This period shall not exceed 8 weeks.

At the request of the National President, the outgoing NEVP can remain on staff for a transition period not exceeding 3 weeks.

REGULATION 11

REGULATION GOVERNING THE RELOCATION OF THE PRESIDENT AND THE NATIONAL EXECUTIVE VICE-PRESIDENT OF THE COMPONENT

As per the Regulations, the National President and the National Executive Vice-President are required to reside in the National Capital Region.

The purpose of this Regulation is to authorize the Component to reimburse the reasonable expenses within the limits of the applied Relocation Policy Statement No. 27.

GUIDELINES ON HOW TO CONDUCT A MEETING AND ORDER OF BUSINESS

Order of Business

1. Meeting called to order by the Chairperson
2. Roll call of officers
3. Reading and approval of minutes of previous meeting
4. Business arising out of the minutes
5. Treasurer's report
6. Correspondence
7. Committee reports
8. Unfinished business
9. New business
10. Good and welfare of the Local
11. Nomination, election and installation of officers
12. Adjournment

NOTES:

1. Time - it is important that all meetings be opened by the Chairperson on time and that all delegates be present on time.
2. By-Laws - all meetings should adhere strictly to the By-Laws of the Union of Veterans' Affairs Employees - PSAC.
3. Order of business - all meetings should be conducted as per regular order of business. An agenda shall be prepared for each meeting by the Chairperson, Secretary, or some other officer of the Executive.
4. Minutes - all meetings must have minutes properly prepared recording resolutions and proceedings.

5. Motions - a member shall rise and address the Chair and be recognized by the Chair before speaking. When a motion is made, it must be seconded before being debated. Subject of the debate must be adhered to. The motion is then voted on. If carried, it becomes a resolution. The mover speaks first on the motion. If the mover speaks twice, the debate is automatically closed. The speaker will not be interrupted from the floor at any time, unless on a point of order or information.
6. Amendments to the motion - main subject must not be changed in an amendment. Amendments are voted on, starting with the last amendment.
7. Addresses - in the course of debate, the delegates are, at all times, to address the Chair. Speakers are to confine themselves to the question at all times.
8. Although the order of business shown provides for an item "New Business," it can be time consuming if there is much to be included under this heading. It might be advisable to provide, as an early item of business, for amendments to the agenda. For example - "2(a) Amendments to agenda." This procedure gives the Chairperson an opportunity to establish priorities and approximate timings for the additional items included.

REGULATION ESTABLISHING RULES OF ORDER FOR UVAE MEETINGS

1. The President, or in the absence of the President or on the delegation of the President, a Vice-President shall take the Chair at the time specified and shall preside at all sessions.
2. Hours of sittings of meetings of the Union of Veterans' Affairs Employees shall be determined by the appropriate by-laws or constitution. In the absence of such rule, hours of sittings shall be determined by the meeting itself on recommendation of the Chair.
3. Members wishing to speak shall raise their hand or proceed to one of the microphones provided for that purpose. When recognized by the Chair, they shall give their name and the body represented, state the purpose for which they rise, and confine remarks to the question at issue.
4. Speeches shall be limited to three (3) minutes.
5. A member shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A member shall not interrupt another, except on a point of order or a question of privilege.
7. At the request of the Chair, a member called to order shall take a seat until the point of order has been decided.
8. Should a member persist in unparliamentary conduct, the Chair shall name the member and submit the conduct to the judgment of the meeting. In such case, the member whose conduct is in question should explain and then withdraw, and the meeting will determine what course to pursue in the matter.
9.
 - (a) When the "previous question" is moved and seconded, no further discussion is permitted on a main motion or amendment to the main motion. The Chair must immediately ask "*shall the question be now put?*", and if a two-thirds majority vote "*that the question be now put*", the motion or amendment shall be put to a vote without debate. If the motion to put the question is not adopted by a two-thirds majority vote, discussion will continue on the motion or amendment.
 - (b) If the previous question has not been adopted, it cannot be put a second time unless at least three (3) members wishing to speak have had the opportunity to do so.

- (c) The previous question cannot be proposed by a person who has spoken on the motion or the amendment.
- 10.
- (a) Any motion or amendment to a motion may be amended, provided the amendment is relevant to the question and does not have the effect of simply negating the question. If a second amendment has been moved and seconded, the Chair will not entertain any further amendments until the second amendment has been decided.
 - (b) Amendments are always voted on in reverse order to their introduction. That is, the second amendment must be decided before the first amendment, and the first amendment must be voted on before the main motion. Whether or not the amendments have been adopted, the main motion must always be voted on.
11. Any member may challenge a decision of the Chair and the challenge shall require a seconder. Immediately and without debate, except that the appellant and the Chair may give their reasons for the challenge and the decision respectively, the Chair shall put the question: "Shall the decision of the Chair be sustained?" The Chair shall not have to accept a challenge if it is on a point of fact or law.
12. In the event of a tie vote on any matter other than the election of officers, the Chair may cast a deciding vote. The Chair shall not take part in a debate unless he/she leaves the Chair. Having left the Chair, he/she shall not return to it until the matter in question has been decided.
- 13.
- (a) Committees may combine resolutions or prepare a composite resolution or policy paper to cover the question at issue.
 - (b) Recommendations from committees are not subject to amendment by the meeting but a motion to refer back to committees for review with instructions, consideration and direction shall be in order.
 - (c) Committees can only meet during a plenary session of the meeting with the approval of a majority of members.
 - (d) In cases where committees make recommendations on resolutions, members vote on the committee's recommendation of Concurrence or Non-Concurrence and not on the original resolutions. On presenting the committee's recommendation to the meeting, the Chair of the Committee shall present a motion in the following form: "I move, seconded by (name of Vice-chairperson of the Committee) concurrence (or non-concurrence) in Resolution No...".

14. A motion to refer must be seconded and is not debatable except the mover may give reasons. A motion to refer must include instructions to the committee or officer to which the motion is referred.
15. The report of a committee, when adopted, becomes the decision of the meeting which adopted it.
16. The following motions shall be in order at any time and in the order stated:
 - (a) To adjourn (not debatable);
 - (b) To recess (not debatable);
 - (c) Question of privilege (the Chair must rule immediately before going on to further business);
 - (d) Point of order (the Chair must rule immediately before going on to further business);
 - (e) To table (not debatable, except the mover may give reasons);
 - (f) To put the previous question (not debatable);
 - (g) To postpone to a future time (not debatable, except the mover may give reasons).

Motions to adjourn, recess, table or postpone to a future time shall not be moved a second time until there has been an intermediate proceeding of business dealt with by the meeting.

17. A motion may be reconsidered providing the mover and seconder of the motion to reconsider voted with the prevailing side, and notice of motion has been given for reconsideration at the previous sitting. A motion to reconsider shall require a two-thirds majority to be adopted.
18.
 - (a) The Chair shall order a standing vote if a voice/show of hands vote is unclear or inconclusive.
 - (b) A member can request a standing vote if he/she questions the results of a voice vote or a vote taken by a show of hands as announced by the Chair. The Chair shall then order a standing vote.
 - (c) A vote by secret ballot shall be taken only on a substantive motion at the request of one third of the members present.

- (d) A vote by secret ballot shall not be permitted on a procedural or dilatory motion with one exception: if the initial question was resolved by a secret ballot, a secret ballot will be permitted on a motion of reconsideration.
 - (e) Once the Chair has called the question, it shall not be in order to request a secret ballot.
 - (f) When a standing vote or a vote by secret ballot has been ordered, no adjournment or recess shall take place until the results have been announced. For the record, the Chair shall announce the number of members voting in the affirmative and the negative recorded.
19. When a standing vote or a vote by secret ballot has been called by the Chair, no one, except with permission of the Chair, shall be permitted to enter or leave the floor until the results of the vote have been announced.
20. None but accredited members of the Union of Veterans' Affairs Employees, PSAC and authorized members of the staff and guest speakers shall be permitted on the meeting floor during sessions.
21. One-third (1/3) of members at the meeting may request, and have ordered, a recorded vote. Upon receiving such request, the Chair shall have the roll called and record the names of those members voting in the affirmative and in the negative.
22. (a) Proposals and other matters of business submitted after the closing date of the agenda will be referred to the meeting as late resolutions. The meeting may refer them to the appropriate officer or committee.
- (b) Late proposals that are, in the opinion of the Chair, of an emergency nature shall be debatable at any time. Late proposals not deemed to be of an emergency nature shall be considered after all business listed on the agenda has been dealt with.
23. All motions calling for the expenditure of money shall be placed in writing and together with all proposals and amendments referring to same, shall be costed by the appropriate committee or officer responsible for finances, before any vote is taken on the issue.
24. A motion to limit the debate shall be in order once the Chair has stated the motion. It must be moved and seconded and is not debatable. A motion to limit debate may limit the number of speakers or the time allotted and the motion must so state. Such a motion shall require a two-thirds majority to be adopted.
25. Election of officers shall be conducted in accordance with the provisions of the UVAE By-Laws and Regulations.

26. In calling for further nominations from the floor, the Chair of the Nominations Committee will declare nominations closed after calling "Are there any further nominations?" three times, without response.
27. The Chair of the elections will announce after each vote by ballot:
 - (a) the number of ballots cast;
 - (b) the number of spoiled ballots, if any;
 - (c) the number of ballots required to elect a candidate (number of ballots cast less the number of spoiled ballots, multiplied by 50% and rounded to the next highest whole number);
 - (d) the number of ballots cast for each candidate.
28. Each candidate for an office may nominate a scrutineer who shall be entitled to observe all phases of the election and the counting of ballots for that particular office.
29. In the event of a close decision, it will be in order for a member to request a recount. If the Chair of the elections rules against a recount, the ruling may be appealed in the same manner as a challenge to the Chair.
30. Quorums shall be determined by the appropriate bylaws or constitution governing the body in session.
31. Bourinot's Rules of Order shall govern in all matters not regulated by the rules set out above or as provided by the UVAE By-Laws and Regulations.