

**REGULATIONS AS APPROVED BY THE  
NATIONAL EXECUTIVE**

**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

- (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 30 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 directive.

## UVAE SHORT TERM RELOCATION POLICY

Monthly allocation of \$1750 which includes:

Residence

Basic phone

Cable (including internet)

Hydro

Parking

Return trip home via air to a maximum of \$10,000 / year

**or**

Kilometres to and from home using their own vehicle (max 1000 kms return) for a maximum of \$7,000 / year

**or**

If the elected officer chooses to move their family to Ottawa, the Component will pay for the rental of a vehicle and gasoline to move their personal effects as such, trips home would then be at the elected officer's own expense.

**Relocation for Elected Officers  
National President and National Executive Vice-President**

This regulation will apply only to officers who reside more than 100 km from the National Capital Region.

The elected officer will remain in a hotel until an accommodation is found.

Meals & incidentals will apply

**Travel with regard to house hunting**

- Accommodation will be paid for a maximum of (6) nights;
- meals and incidentals will apply for 2 persons;
- a rental car for a (5) five day period will be reimbursed;
- daycare will be paid in accordance with Policy Statement no. 21;
- airfare cost for (2) will be reimbursed or kilometer rate will apply for a maximum of (7) days for an elected officer who wants to use his/her private vehicle for house hunting;

**Moving**

- An estimated cost for relocation should be submitted to the Finance Committee before approval. As this relocation is for short term, the Component will pay for costs related to the move i.e., moving company, rental of a u-haul or similar vehicle for transportation of household contents;
- Same as above applies for return to home location following term of office.

**Note**

All other requests pertaining to the move other than described above will be submitted to the Finance Committee for approval. A final decision will be made within two days.

## **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.

## **RULES OF ORDER**

1. The President, or in the absence of the President or on the delegation of the President, a Co-Chair shall take the Chair at the time specified and shall preside at all sessions.
2. Hours of sitting shall be determined as per the agenda adopted by the Convention delegates.
3. Delegates wishing to speak shall proceed to one of the microphones provided for that purpose. When recognized by the Chairperson 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 delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
6. A delegate shall not interrupt another delegate, except to rise to a point of order or question of privilege.
7. A delegate called to order shall, at the request of the Chairperson, take a seat until the question of order has been decided.
8. A delegate who persists in unparliamentarily conduct shall have this conduct submitted to the judgment of the Convention. In such case, the delegate whose conduct is in question shall explain and then withdraw, and the Convention will determine what course to pursue in the matter.
9. When a motion has been made and seconded, the Chairperson shall state the motion and then ask: "Are you ready for the question?"
10. Any delegate may appeal a decision of the Chairperson and the appeal shall require a seconder. Immediately and without debate, except that the appellant and the Chairperson may respectively give their reasons for the appeal and the decision, the Chairperson shall put the question: "Shall the decision of the Chair be sustained?"

11. In the event of a tie vote on any matter other than the election of officers, the Chairperson may cast a deciding vote. The Chairperson shall not take part in a debate without leaving the Chair. Having left the Chair, the Chairperson shall not return to it until the matter in question has been disposed of.
12. When the "previous question" is moved and seconded, no further discussion is permitted on a main motion or amendment thereto and the Chair must take a vote on the motion for the previous question immediately by asking "shall the question be now put?" If a two-thirds majority vote that "the question be now put", the motion shall be put without debate. If the motion to put the previous question is not passed by a two-thirds majority vote, discussion will continue on the motion. The previous question cannot be proposed by a delegate who has spoken on the motion or the amendment thereto.
13. Committees may combine resolutions or prepare a composite resolution. The Reports of Committees and the resolutions are not subject to amendment by the Convention but a motion to refer back to the committee for reconsideration and direction shall be in order. Committees shall not sit while the Convention is in plenary session, unless a majority of the delegates approve such action. On presenting the committee's recommendation to the Convention, the Chairperson of the committee shall present a motion in the following form: "I move, seconded by (name of Vice-Chairperson of committee) concurrence (or non-concurrence) in Resolution No. ...." or, "I move, seconded by (name of Vice-Chairperson of committee) concurrence in Resolution No. ...., as amended by the committee" or, "I move, seconded by (name of Vice-Chairperson of committee) concurrence in the Policy Paper on .... (or composite Resolution No. ....), as prepared by the committee" or, "I move, seconded by (name of Vice-Chairperson of committee) acceptance of the committee recommendations."
14. A motion to refer, if seconded, may be debated only as to the propriety or advisability or such referral but not as to the main question. A motion to refer must include written 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 Convention that 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 Lay on the 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).

None of these motions shall 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 the 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 pass.

18.
  - (a) If the results of a voice vote or a vote taken by a show of hands as announced by the Chairperson is doubted, upon request of any delegate the Chairperson shall order a standing vote.
  - (b) A vote by secret ballot shall be taken only on a substantive motion at the request of one-third of the delegates present.
  - (c) A vote by secret ballot shall not be permitted on a procedural or dilatory motion with one exception: once the initial question has been resolved, a secret ballot shall be permitted on a motion of reconsideration.
  - (d) Once the Chairperson has called the question, it shall not be in order to request a secret ballot.
  - (e) 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. The Chairperson shall have the number of delegates voting in the affirmative and the negative recorded.
19. When a standing vote or a vote by secret ballot has been called by the Chairperson, no one, except with the permission of the Chairperson, in accordance with the enclosed tiling guidelines, shall be permitted to enter or leave the floor until the results of the vote have been announced.
20. None but accredited PSAC-Québec delegates shall participate in the Convention debate. Authorized PSAC staff members, guests and observers shall be assigned to specific sections and shall not participate in the Convention debate.
21. One-third of the delegates at the Convention may request, and have ordered, a recorded vote. Upon receiving such request, the Chairperson shall require the secretary to call the roll and record the names of those delegates voting in the affirmative and in the negative.
 

Once the Chairperson has called the question, it shall not be in order to request a recorded vote.
22. A motion to limit the debate shall be in order once the Chairperson has stated the question. 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 pass.
23. Election of officers shall be conducted in accordance with the provisions adopted in Section 23 of PSAC Constitution.
24. The Chairperson of the Nominations Committee will announce after each vote by ballot:
  - (a) the number of ballots cast;
  - (b) the number of ballots cast for each candidate; and
  - (c) the number of spoiled ballots, if any.
25. Each candidate for an office shall have the privilege of nominating a scrutineer who shall be entitled to observe all phases of the election and the counting of ballots for that particular office.
26. In the event of a close decision, it will be in order for a delegate to request a recount. If the Chairperson of the Nominations Committee rules against a recount, the ruling may be appealed in the same manner as the ruling of the Chair may be appealed under Rule n° 10.

27. Quorums for this Convention shall be 50% of registered delegates as provided in the Constitution governing the body in session.
28. PSAC Rules of Order shall govern in all matters not regulated by the rules set out above or as provided by the Constitution.