

**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:

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| 1) Breakfast - | \$17.50 |
| 2) Lunch - | \$20.00 |
| 3) Dinner - | \$40.00 |
| 4) Incidentals - | <u>\$17.50</u> |

\$95.00

- (B) A monthly allocation that will be fixed periodically by the National President will be given to a 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.
- (E) When a member of the National Executive or a Local President has been authorized by the National 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.

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 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. Severance Pay

- (A) Subject to sub-sections (B) and (C) below, the President and the National Executive Vice-President shall be entitled, when employment terminates for any reason other than removal from office under Section 25, Sub-section 1, of the Constitution of the PSAC, to be paid one week's pay at the current rate of pay for each completed year of continuous employment in respect of which severance pay has not previously been paid, to a maximum of 30 weeks.

- (B) Severance pay entitlement determined in accordance with sub-section above shall be abated by the full amount of severance pay payable by the Public Service for the period of Public Service employment included in the total eligible service.

There will be no decrease in severance pay if there is a penalty in pension due to service with UVAE. (5 year limit for LWOP right to Pension)

- (C) Notwithstanding sub-section (A) above, the President and the National Executive Vice-President who terminates employment with the Component and returns to employment in the Public Service shall be entitled to be paid severance pay only for the period of continuous employment with the Component.

- (D) The estate of the President and the National Executive Vice-President who dies during employment with the Component shall be paid an amount equal to the entitlement which would have otherwise been paid to the time of termination of employment with the Component.

- (E) For the purpose of sub-section (C) of this section, "the Component" means continuous employment in the UVAE.

9. 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.

10. 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. 12.

NEVP (If living in Ottawa)

Relocation costs must be claimed within a six month period.

11. 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.

12. 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.

13. 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.

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

- No. 1 The National President or, if absent, or upon the National President's request, the National Executive Vice-President shall take the Chair at the time specified and shall preside at all plenary sessions of the Convention.
- No. 2 A delegate wishing to speak and having gained the recognition of the Chairperson shall first give their name and the Local they represent, state the purpose for which they rise and confine their remarks to the question at issue.
- No. 3 Speeches shall be limited to three minutes except in moving a resolution, when the delegate shall be allowed five minutes.
- No. 4 A delegate shall not speak more than once upon a subject until all who wish to speak have had an opportunity to do so.
- No. 5 A delegate shall not interrupt another except to raise a point of order or privilege, when it shall not be necessary to gain the recognition of the Chairperson before raising the point.
- No. 6 A delegate called to order shall, at the request of the Chairperson, take their seat until the question has been decided.
- No. 7 Should a delegate persist in unparliamentary conduct, the Chairperson will name the delegate and submit their conduct to the Convention for decision.
- No. 8 When putting a question, the Chairperson shall ask "Are you ready for the Question?" If no delegate wishes to speak, the question shall be put immediately.
- No. 9 Any delegate may appeal the decision of the Chairperson, but this motion shall require a seconder. The Chairperson shall put the question "Shall the decision of the Chair be sustained?" immediately and without debate except that the appellant and the Chairperson may respectively give the reasons for the appeal and the decision.

- No. 10 Except where a vote is taken by secret ballot, the Chairperson shall vote only in the case of a tie vote, and then may cast the deciding vote. Where a vote is taken by secret ballot, the Chairperson is entitled to cast a ballot like any other accredited delegate or National Executive Officer.
- No. 11 Any motion or amendment to a motion may be amended, provided the amendment is germane to the question and does not have the effect of simply negating the question. If an amendment to an amendment has been moved and seconded, the Chair will not entertain any further amendments until the amendment to the amendment has been disposed of.
- The motion to postpone for a definite time may be amended as to time only. Amendments are always voted on in reverse order to their introduction. That is, the amendment to the amendment must be disposed of before the amendment, and the amendment must be voted on before the main motion. Whether or not amendments have carried, the main motion must always be voted on, otherwise the principal question remains undecided.
- No. 12 Committees may combine resolutions or prepare a composite resolution to cover the intent of the question at issue. The reports of Committees are not subject to amendment by the Convention, but a motion to refer back to the Committee for reconsideration shall be in order. Committees shall not sit while the Convention is in plenary session unless a majority of the delegates approve such action.
- No. 13 A motion to refer back, if seconded, may be debated only as to the propriety of such referral but not as to the main question. A motion to refer may include instructions to the Committee or Officer to which the motion is referred.
- No. 14 The report of a Committee, when adopted, becomes the decision of the Convention.
- No. 15 The following motions shall be in order at any time and in order stated:
- Adjourn (not debatable)
 - Refer (debatable as to propriety but not as to main question)
 - Recess (not debatable)
 - Question of Privilege (the Chair must rule immediately before going on to further business)
 - Point of Order (the Chair must rule immediately before going on to further business)
 - Put the Previous Question (not debatable)
 - To Lay on the Table (not debatable, except that the mover may give reasons)
 - Postpone for a definite time (debatable as to the propriety and time but not as to main question) except that a motion to set the time shall have precedence.
- No one of these motions shall be moved a second time until there has been an intermediate proceeding of business dealt with by the Convention.
- No. 16 Any decision may be reconsidered, provided the mover and seconder of the motion to reconsider voted with the majority and notice of motion is given for reconsideration at the next regular sitting and this notice of motion is favoured by two-thirds (2/3) of the delegates.

- No. 17 The Convention Chairperson is authorized to set the time of the sittings of the Convention.
- No. 18 If the result of a voice vote or vote taken by a show of hands, as announced by the Chairperson, is doubted, the Chairperson shall, upon request of any member, order a standing vote. When a standing vote has been ordered, no adjournment shall take place until the result has been announced.
- No. 19 Resolutions submitted after the closing of the Resolutions agenda will be labelled "Late Resolutions" and will be considered in the appropriate committee only after the resolutions contained in the official Resolutions Agenda are dealt with.
- No. 20 Observers and guests shall be permitted to attend all general sessions, but shall be seated in a section so designated.
- Observers and guests may be permitted to attend committee meetings, with the permission of the Committee Chairperson. The Chairperson shall ensure that observers or guests attending committee sessions shall not reveal the discussions of the Committee.
- No. 21 When a standing vote or vote by secret ballot has been called by the Chairperson, no one is permitted to enter or leave the Convention floor until the vote has been completed.
- No. 22 Election of Officers will be carried out in accordance with the provisions of By-Law 9.
- No. 23 The attention of delegates is drawn to UVAE Regulation No. 3 governing conduct of delegates at Convention.
- No. 24 The PSAC RULES OF ORDER shall govern in all matters not regulated by the rules set out above.
- No. 25 The quorum necessary to conduct the business of the Convention shall be at least 50% of the accredited delegates entitled to vote.