



January 25, 2023

TO: ALL LOCAL PRESIDENTS

UNW CONVENTION CALL

As per By-Law 14, Section 2; “at least nine (9) months before the date of Convention, the official convention call shall be issued”. This is your official **Convention Call for the UNW 19th Triennial Convention**.

Convention will be held from October 26-28, 2023 in Yellowknife, NT.

This call is to provide you with the By-Law imposed deadlines for the election of Convention Delegates for your Local and also for the submission of resolutions to Convention:

April 25, 2023	All names for delegates and alternates must be submitted to the Director of Finance & Administration by this date.	<i>(NOTE: Delegate and alternate names must be submitted on the prescribed forms and supporting minutes must be included with the submission).</i>
June 25, 2023	Resolutions from Locals must be submitted to the Director of Finance & Administration by this date.	<i>(NOTE: Resolutions must be submitted on the prescribed form and supporting minutes must be included with the submission).</i>

Local Election of Delegates

For rules governing the election of Convention Delegates and Alternates see By-law 14, Section 5.

Delegates are elected by their Local, therefore, each Local President is charged with the responsibility of ensuring delegates and alternates are elected in accordance with the By-laws and Regulations.

Subsection (2) of this By-Law empowers Locals to elect delegates and alternates at a Local General Membership Meeting, provided **the meeting is advertised publicly for 30 days and is called for the sole purpose of electing Convention Delegates**.

Local Presidents are responsible for advising the Director of Finance and Administration of these meetings and providing details on the date and method utilized for advertising.

UNW Communications is happy to assist, upon request, by distributing meeting posters through our usual email channels, as well as website and social media posting.

Each **active** Local is assured at least one (1) delegate to Convention.

Local Delegate Entitlement

The following formula determines the entitlement for delegates:

Locals with 1-75 signed members	1 delegate
Locals with 76-175 signed members	2 delegates
Locals with 176-325 signed members	3 delegates
Locals with 326-475 signed members	4 delegates
Locals with 476-625 signed members	5 delegates
Locals with 626-775 signed members	6 delegates
Locals with more than 775 signed members	7 delegates

Signed members are based on the number on record at the UNW registration roll at the date of the Convention Call. Attached to this letter is the table containing the number of signed members on record for each **active** Local at the UNW registration roll effective the end of the day on January 24, 2023.

It is advised that you elect at minimum as many alternates as your Local is allowed delegates, to ensure that you still have a full slate of delegates once Convention rolls around.

I have attached the relevant sections of the By-Law for your ease of reference.

If you have questions, please do not hesitate to contact myself or Kim Bailey, Director of Finance and Administration at the UNW office. I strongly encourage you to contact your Regional Vice-President and/or the 1st or 2nd Vice President for assistance with anything Convention related, including setting up Local General Meetings.

In solidarity,



Gayla Thunstrom
President



DELEGATE ELIGIBILITY BY LOCAL

LOCAL	NUMBER OF SIGNED MEMBERS (current figures on registration roll on Convention call date)	NUMBER OF DELEGATES	
Local X0001	235	3	
Local X0002	364	4	
Local X0003	431	4	
Local X0006	279	3	
Local X0009	240	3	
Local X0010	239	3	
Local X0011	624	5	
Local X0012	93	2	
Local X0013	192	3	
Local X0016	50	1	
Local X0019	66	1	
Local X0021	221	3	
Local X0022	46	1	
Local X0025	123	2	
Local X0028	106	2	
Local X0029	44	1	
Local X0030	74	1	
Local X0031	61	1	
Local X0032	71	1	
Local X0033	374	4	
Local X0036	4	1	
Local X0038	211	3	
Local X0039	174	2	
Local X0040	273	3	
Local X0041	202	3	
Local X0345	183	2	
Local X3050	384	4	
TOTAL	5102	66	

Prepared on January 24, 2023

BY-LAW 14 CONVENTIONS

Section 1

The supreme governing body of the Union is Convention. Convention shall be composed of the Executive of the Union, and members from Locals duly elected in accordance with these By-Laws. Convention shall establish the general policies of the Union. (Convention 2002)
(Convention 2017)

At least six (6) months prior to the opening date of the Convention, each Local may elect from among its members a total of: (Convention 2002)

- a) For Locals with 1-75 signed members - 1 delegate.
- b) For Locals with 76-175 signed members - 2 delegates.
- c) For Locals with 176-325 signed members - 3 delegates.
- d) For Locals with 326-475 signed members - 4 delegates.
- e) For Locals with 476-625 signed members - 5 delegates.
- f) For Locals with 626-775 signed members - 6 delegates.
- g) For Locals with 776-925 signed members - 7 delegates. (Convention 2008)

To be eligible to send delegates to Convention each Local must be active 12 months prior to Convention call. Any new Local established within 12 months of Convention call may be given approval by the Executive to send the number of delegates permitted according to the numbers of signed members. (Convention 2002)

Section 2

At least nine (9) months before the date of the Convention, the official Convention Call shall be issued. (Convention 2011)

Section 3

Each accredited delegate present at the Convention shall be entitled to one (1) vote on each question and proxy votes shall not be permitted.

Section 4

Subject to available space, all members shall have the right to attend Conventions at their own expense as observers. Locals and Sub-Locals shall have the right to send observers to Convention at the expense of the respective Local or Sub-Local. Observers shall not have the right to vote or to participate in debate.

Locals shall provide to UNW Headquarters, no later than three (3) months prior to Convention, the names and contact information of any observers who will be attending Convention from their respective Local. (Convention 2005)

Section 5

1. Each Local shall conduct a secret ballot among its members for election of delegates and alternates to Convention. In order to be a candidate, a member must be a member in good standing of the Local and must agree in writing to stand for election and be nominated by at least two (2) other members in good standing of the Local. The candidates receiving the highest number of votes shall be the delegates to Convention in descending order until the Local quota is filled. Alternate delegates will be selected from the remaining candidates in descending order; or (Convention 2005)
2. for elections of delegates and alternates to convention a Local may elect the delegates at a Local general membership meeting; (Convention 2002)

Such meeting must be publicly advertised for thirty (30) days and be called for the sole purpose of electing convention delegates and alternates; and

3. members who are absent from the General Local Meeting as defined in By-Law 14, Section 6(2) shall be allowed to let their name stand for elections provided that: (Convention 2002)
 - a) they are nominated in writing by two members; and
 - b) in advance of the meeting, they submit a letter, along with their nomination form to their local executive, stating that they agree to stand for election as a convention delegate or alternate; and
 - c) convention delegates and alternates must be a member of the Union for at least thirty (30) days prior to election.

Section 6

Immediately following election of delegates to Convention, the Local President shall submit to the Director of Finance and Administration the names of the Local's accredited delegates and alternates on a credential form supplied by headquarters. (Convention 2002)

Section 7

In the event that any of the accredited delegates is unable to attend the Convention, the position shall be filled by an alternate delegate. A new alternate delegate may be elected by the Local not less than forty-eight (48) hours before the opening date of Convention. (Convention 2002)

Section 8

1. All resolutions from the Locals shall be received by the Director of Finance and Administration no later than four (4) months preceding the opening date of Convention. (Convention 2002)
2. All resolutions from the Executive shall be received by the Director of Finance and Administration no later than three (3) months preceding the opening date of Convention.
3. Notwithstanding any other provisions in these By-Laws, the Executive may, on thirty (30) days' notice to all Locals and accredited Convention delegates, submit to the Director of Finance and Administration resolutions to amend these By-Laws at Convention. Attached to such notice shall be a copy of the proposed By-Law amendments.
4. Late resolutions to Convention shall be received by the Director of Finance and Administration no later than thirty (30) days prior to the opening of Convention. No late resolutions shall deal with amendments to these By-Laws. A two-thirds majority of accredited delegates must vote to accept the late resolution. If accepted, and unless a two-thirds (2/3) majority of accredited delegates voting at convention agree to place them elsewhere on the agenda, late resolutions shall be the last order of business. (Convention 2002)
5. A resolution may be introduced onto the floor of Convention as an emergency resolution, provided that it does not propose amendments to the By-Laws; that it deals with matters or events arising after the deadline for late resolutions; and that a two-third (2/3) majority of voting delegates vote to receive the resolution. (Convention 2002)

Section 9

1. At least three (3) months prior to the opening date of Convention, the Executive shall appoint from among accredited delegates such committees as may be necessary for the conduct of the business of the Convention. Delegates shall be advised of their committee assignment by the Executive at least two (2) months prior to opening date of Convention and shall be supplied with an official copy of the agenda proposed by the Executive.

2. The Convention Agenda shall include a resolutions book containing copies of all resolutions and other matters to be brought before the Convention.

Section 10

The Convention shall deal with all resolutions brought before it from the Executive and Local membership meetings. All resolutions that cannot be dealt with at Convention, other than those revising the By-Laws, shall be dealt with by the Full Executive at their next Full Executive Meeting. (Convention 2002)

Section 11

1. A Special Convention shall be called at the request of a two-thirds (2/3) majority of the Executive or at the request of a majority of the Locals of the Union.
2. The time and place of the Special Convention shall be decided by the Executive, but the time shall be within four (4) months of the request referred to in Subsection (1) of this Section.
3. A Special Convention shall deal with only the matters for which it was called unless a two-thirds (2/3) majority of accredited delegates vote to consider other matters of an urgent or necessary nature.

Section 12

After the election of the President and the two Executive Vice-Presidents, delegates of the Union to the Triennial National Convention of the PSAC shall be elected from accredited delegates in attendance at the Union Convention in accordance with the requirements of the Constitution of the PSAC.

Delegate nominees must be nominated in writing by two (2) other accredited delegates and must agree in writing to stand for election. Nominees must submit their signed nomination form by the deadline stated on the form. (Convention 2021)

Election of delegates shall be by secret ballot. (Convention 2021)

The candidate receiving the highest number of votes shall be the delegates to Convention in descending order until the Component entitlement is filled. Alternate delegates shall be selected from the remaining candidates in descending order. (Convention 2021)

Section 13

The Executive shall be considered as being in business session throughout the period of the Convention, and its members shall have all rights and privileges due accredited delegates, including the right to vote.

Section 14

These By-Laws may be enacted or amended by a two-thirds (2/3) majority of the accredited delegates voting at Convention or, between Conventions, by a two-thirds (2/3) majority of members in good standing voting in a referendum ordered by a two-thirds (2/3) majority of the Executive. No By-Law or amendment to these By-Laws shall become operative until it has been filed with the Registrar of Societies under the Societies Act.