

EDMONTON YOUNG WORKER COMMITTEE

Terms of Reference



PSAC · Prairies
Public Service Alliance of Canada

As adopted <insert full date>, 2025

NORTHERN ALBERTA YOUNG WORKER COMMITTEE
TERMS OF REFERENCE
Adopted [DATE] OR Ratified [DATE]

1. OBJECTIVE

- (a) To actively promote and encourage young worker participation in our union and to inform, educate, mobilize, empower and support all young workers.

2. JURISDICTION

- (a) The committee is governed by the PSAC Constitution, Section 15. Any part of the terms of reference that violate or supersede the Constitution are considered null and void.

3. PARTICIPATION AND VOTING

- (a) Members who are 35 years of age or younger may participate.
- (b) Members from locals or branches in good standing are eligible to participate in the Young Worker Committee (“YWC”) nearest where they reside. No member may participate in more than one YWC.
- (c) In accordance with the Public Service Alliance of Canada (“PSAC”) Constitution, only one member per local/branch may represent that local/branch for voting purposes.
 - a. If more than one member is present from a local/branch, they must collectively identify who will represent the local/branch for voting.

4. DECISION MAKING

- (a) The Northern Alberta YWC prioritizes consensus-building and consensus-based decision-making in its governance and operations. Therefore, consensus is expected to be reached before PSAC constitutionally required voting.
- (b) Prior to a recorded vote taking place, consensus must be reached per the following process:
 - i. The Chair introduces an agenda item, and the individual who added the item to the agenda provides introductory remarks.
 - ii. An initial round table is held at which every member present (voting or non-voting) is allowed to speak. Subsequent round tables may be held until dialogue is exhausted.
 - iii. The Chair asks if consensus is reached on an item. If consensus is reached, a formal vote is conducted if required.

- (c) Once consensus has been reached, the process of a recorded vote is required to take place based on the following process:
 - i. The Chair introduced an agenda item and opens the floor to discussion.
 - ii. Upon the conclusion of the discussion, the Chair will ask two (2) voting delegates to respectively move and second the motion.
 - iii. If the motion is moved and seconded, the Chair will ask if there is any further debate amongst voting delegates.
 - iv. Once debate has been exhausted, the Chair will call the vote by asking voting delegates to identify if they vote in favour, against, or abstain.
 - v. If the percentage of voting delegates saying yes is higher than 50.0%, the vote is carried. If the percentage of voting delegates saying no is higher than those voting yes, or if the vote is tied, the motion is defeated.

5. MEETINGS AND QUORUM

- (a) The Northern Alberta YWC shall hold a minimum of four (4) membership meetings per calendar year, with one being an Annual General Meeting (“AGM”).
- (b) The AGM shall be held once per calendar year between January 1 and March 31 of any given year.
- (c) Quorum for membership meetings shall be a minimum of three (3) members, two (2) of which must be executive members.
- (d) Only members representing their local/branch and executive members of this committee are considered for quorum.

6. COMMITTEE EXECUTIVE

- (a) The Northern Alberta YWC executive shall consist of the following positions:
 - i. Chair,,
 - ii. Vice-Chair,
 - iii. Secretary, and
 - iv. Treasurer.
- (b) The term of office for each executive position shall be one (1) year, elected at the AGM by those eligible to vote.
- (c) The Northern Alberta YWC may choose to combine the Secretary and Treasurer positions into the position of Secretary-Treasurer via motion.
 - i. If the positions are combined, the member holding that office shall be considered as having only one (1) vote.
- (d) Only members eligible to vote pursuant to 3(c) may put forward names of members in good standing for candidacy.

- i. Members not in attendance may stand for office if they have informed the executive or PSAC Regional Representative in writing that they agree to let their name stand.
- (e) Executive members who age out during their term of office may complete their term of office. The executive member will be ineligible to hold office after their term expires.
- (f) Should a position become vacant, an election must occur for the office to be filled.
 - i. A notice of election must be included in the meeting notice issued a minimum of two (2) weeks prior to the meeting where an election is held.
 - ii. Once a position is filled outside of an AGM, the term of office shall be considered as up until the next AGM.

7. RESPONSIBILITIES OF EXECUTIVE MEMBERS

- (a) The Chair shall be responsible for:
 - i. Conducting and leading meetings in accordance with the PSAC Constitution and these Terms of Reference;
 - ii. Preparing, in conjunction with the secretary, the agenda and forwarding to the assigned PSAC Regional Representative a minimum of two (2) weeks prior to the meeting date;
 - iii. Reviewing meeting minutes for accuracy before they are distributed to the wider committee;
 - iv. Working with the assigned PSAC Regional Representative to ensure that all information pertaining to the committee's mandate and jurisdiction is disseminated to all committee members;
 - v. Ensuring that all budget requests are complete and submitted to the Regional Executive Vice President ("REVP") Prairies for approval prior to activities and/or events taking place; and
 - vi. Ensuring that a notice of upcoming meeting is submitted to the PSAC Regional Representative a minimum of two (2) weeks prior to the meeting taking place.
- (b) The Vice-Chair shall be responsible for:
 - i. Assisting the Chair in carrying out their duties as required and/or requested;
 - ii. Chair meetings of the committee in the event the Chair is unavailable; and
 - iii. Assuming the position of Chair in the event of a resignation or removal of the Chair.
- (c) The Secretary shall be responsible for:
 - i. Capturing discussions, decisions, and other matters raised during meetings in the minutes;

- ii. Ensuring meeting minutes are prepared and forwarded to the committee executive within two (2) weeks following the meeting;
 - iii. Ensuring that draft and/or approved minutes are submitted to the PSAC Regional Representative for posting to the website within thirty (30) days of any meeting; and
 - iv. Ensuring that records of meetings are maintained and accessible.
- (d) The Treasurer shall be responsible for:
- i. Ensuring that the financial statements are prepared and distributed to all committee members at each meeting;
 - ii. Preparing annual financial statements and reports to be forwarded to the applicable Prairie Regional Council (“PRC”) Representative;
 - iii. Ensuring that cheques or e-transfer payments are issued promptly following each committee meeting;
 - iv. Ensuring the safekeeping of bank statements and cheques; and
 - v. Ensuring that expenses paid are approved before payment.

8. FINANCES

- (a) The committee's annual reporting period shall be from January to December of any given year. The responsibility of the reporting package rests on all executive members and shall be submitted in accordance with the Prairie Region Bylaws.
- (b) A minimum of three (3) executive members will be signing officers for the committee's bank account.
- i. No executive member shall sign a cheque in which they are the payee without the prior written consent of the REVP Prairies.
 - ii. Signing authority transfer must be completed within thirty (30) days following an election.
- (c) Expenses shall be paid in the year in which they were incurred, with an expense claim created for each cheque or e-transfer payment issued.
- (d) Only expenses pre-approved by the REVP Prairies via annual budget allocation or supplementary budget request shall be paid.
- (e) An annual budget request shall be presented at an AGM or general meeting for approval of all voting delegated before submission to the REVP Prairies for consideration.
- i. A supplementary budget may be submitted for consideration to the REVP Prairies at any time following approval of voting delegates at a meeting.
- (f) A financial review shall be conducted by two (2) non-executive members in good standing at the end of each calendar year.
- i. Members participating in the financial review shall be provided with all vouchers, receipts, bank statements, minutes, approved budget requests, and any other information request.

9. CONVENTIONS

- (a) The forgoing section applies only if the YWC is in good standing and meets the requirements set out in the PSAC Constitution and Prairie Region Bylaws.
- (b) The YWC has the right to elect a delegate to forthcoming Prairie Region Triennial Convention(s) in accordance with the Call to Convention directions issued by the REVP Prairies.
 - i. The right to elect shall be exercised at a general membership meeting.
- (c) The YWC may submit resolutions for consideration to the Prairie Region Triennial Convention in accordance with the Call to Convention directions issued by the REVP Prairies.

10. DISCIPLINE

- (a) Conduct at meetings or events of the YWC are subject to the full provisions of the PSAC Statement on Harassment and Section 25 of the PSAC Constitution.

11. AMENDMENT TO TERMS OF REFERENCE

- (a) The Terms of Reference shall be presented at each AGM for review, with any proposed amendments requiring a 2/3 majority vote.
 - i. If no changes are proposed or adopted, the Terms of Reference shall be ratified.
 - ii. Should changes be required before an AGM, amendments may be proposed at a general meeting provided that the changes requested are identified on the notice of meeting that must be circulated by a minimum of two (2) weeks prior.
- (b) The Terms of Reference shall be submitted to the REVP Prairies office alongside the annual reporting package and sent to the assigned PSAC Regional Representative for posting to the website.
- (c) Changes to update associated hyperlinks throughout the Terms of Reference shall be made when required without a vote, provided that the change is solely to direct to the appropriate document.

12. OATH OF OFFICE

- (a) "I having been elected an officer of the Public Service Alliance of Canada, Prairie Region, solemnly declare that for my term of office I shall abide by and uphold this Constitution, fulfill the duties of such office, will maintain and uphold the dignity of the Union and will always keep confidential all matters concerning the affairs of the Union that are brought to my attention."