

PRAIRIE REGION COUNCIL BYLAWS COMMITTEE

TERMS OF REFERENCE

Mandate

The mandate of the Prairie Region Council (PRC) Bylaws Committee is to review the Prairie Region (PR) Bylaws for compliance with the PSAC Constitution, submit resolutions for consideration to the PRC, review and address any Bylaws related issues that are brought to our attention by the PRC or members in the Prairie Region.

Composition and Operation

- The Bylaws Committee shall be comprised of at least three members of the PRC with the appointment of additional members as deemed necessary.
- The Chair of the Committee shall be elected from among its members.
- The Committee shall meet, at a minimum, twice per year by the most economical means.
- Additional meetings shall be scheduled as necessary.
- The Chair shall endeavor to schedule meetings, ensuring the most optimal time for participation by all members of the Committee.
- Quorum shall be met when the majority of Committee members are present at the meeting.
- Committee members shall be expected to attend all meetings.
- A Staff person may be assigned to assist the Committee at the discretion of the REVP/Regional Co-ordinator.

Duties and Responsibilities

The Bylaws Committee shall:

- At the completion of the Prairie Region Triennial Convention ensure all changes to the PR Bylaws that are adopted at the Convention have been entered into the Bylaws.
- At the completion of the PSAC Triennial Convention ensure that the PR

Bylaws remain in compliance with the PSAC Constitution.

- During the tenure of the Committee, the members shall review the PR Bylaws and seek input from the PRC on any areas of concern that may arise.
- The Committee members may also bring forward for discussion issues from members of the Prairie Region that may impact the PR Bylaws.
- The Committee shall submit a written report of their activities to the PRC meetings and the Prairie Region Triennial Convention. The Chair shall prepare the written report and ensure consensus with the members of the Committee before submission.
- The Committee shall submit resolutions for consideration to the PRC on recommended changes to the PR Bylaws.
- Under the direction of the REVP, the Committee shall review all PR Area Council Bylaws and PR Committee's Terms of Reference to ensure compliance to the PR Bylaws and the PSAC Constitution and report back to the REVP on any areas of concern.
- The Chair shall be the point of contact for the Committee with the REVP and the PRC.

Accountability

The Committee shall ensure compliance with the PR Bylaws in all its activities.