

CONVENTION CALL

February 9, 2023

The nineteenth triennial Convention of the Union of National Defence Employees will be held at the Delta Marriott Hotel & Conference Centre, St. John's, NL, beginning at 9:00 a.m., Monday, August 21, 2023 and concluding Friday, August 25, 2023.



Attention is invited to the provisions of Bylaw 11 of the UNDE Bylaws, Regulations and Policies with regard to the authority and responsibility vested in the National Convention and representation at UNDE National Conventions. Pertinent articles of Bylaw 11 are reprinted herein.

Responsibility

Article 1. *The supreme governing body of the Union shall be the Triennial National Convention.*

Article 3. *(a) The Triennial National Convention shall deal with all resolutions and matters properly brought before it from Local meetings and shall establish for the period between Triennial National Conventions, the general policies of the Union. (b) The National Executive shall be entitled to present recommendations on any matter to the Convention for consideration and approval and shall present resolutions to the appropriate Convention Committee for consideration.*

Representation

Article 2. *The Triennial National Convention of the Union shall be composed of accredited delegates from Locals, the Human Rights Advisor and the National Executive Officers of the Union.*

Article 5. (a) *The Locals shall elect delegates on the basis of the table following:*

from 10 (except those protected under Regulation 0702-01)

to 150 members - 1 delegate;

from 151 to 350 members - 2 delegates;

from 351 to 700 members - 3 delegates;

from 701 to 1,200 members - 4 delegates;

from 1,201 to 2,000 members - 5 delegates;

over 2,000 members - one (1) additional delegate for each additional 1,000 members or major fraction thereof.

Article 6. *For the purpose of determining the number of delegates to which each Local shall be entitled for any Triennial National or Special Convention, the membership of each Local shall be the number for which the Union received dues, for the month which, inclusive of the month in which the Convention is held, is eight (8) months prior to the Convention.*

Article 7. *Each Local shall elect alternate delegates who shall attend the Triennial National Convention in place of any accredited delegates who unavoidably cannot attend the Convention.*

Policy Guideline #9 under Finance: *That convention registration fees be waived for Locals with a membership of less than 50.*

The membership list the National Office will use is **January 2023.**

Eligibility

Article 8. *No member shall be eligible to be nominated as an accredited or alternate delegate unless the member has attended 75% of all Local meetings open to the general membership held during the twelve (12) month period immediately prior to the day on which the election of delegates and alternates takes place.*

Election and Registration of Delegates and Alternates

Article 9. *At least four (4) months prior to the opening date of the Triennial National Convention, each Local shall elect, from amongst its eligible members at a general meeting of the Local, accredited delegates and accredited alternates to the Convention of the Union.*

Article 10. (a) *Immediately following election of Local delegates to the Triennial National Convention, the Local Secretary shall forward to the Vice-President, for onward transmission to the National Office, the names of the Local's accredited delegates on a credential form supplied by the National Office of the Union.*

(b) *Each delegate to a Convention, upon election by a Local, shall be certified by that delegate's respective Vice-President of the Region as to eligibility in accordance with Bylaw 11.*

One Delegate Accreditation Form is allotted to each Local and can be found in the UNDE One Drive account for each Local. This form indicates the number of delegates to which the Local is entitled, based on the latest membership list, and will be clearly indicated in the box at the top of the form. Once these forms are available (end of February) you will receive an email indicating as such.

Each Local must elect alternates in order of priority. The first alternate will fill the first vacancy, the second alternate, the second vacancy, etc.

A registration fee of **\$230** will be charged to each delegate and official observer. The fee covers the cost of the hospitality package (banquet, gifts, etc.). **The registration fee must accompany the Delegate Accreditation Form and Observer Registration.**

Official observers will be seated on the Convention floor in the observers' gallery and electronic kits will be provided (to include documents and materials) excluding ballot books. Observers are allowed neither voice nor vote.

It is important that the Accreditation Form be signed by the following two (2) Union Officers: the Local President and the National Officer (VP) responsible for your region.

These forms along with the attached registration cheques **MUST** be received at National Office **by April 21, 2023**.

Convention Committees

Article 12. (a) *At least three (3) months prior to the opening date of a Triennial National Convention, the National Executive shall appoint from amongst accredited delegates, persons to form such committees as may be necessary for the conduct of the business of the Convention.*

The National Executive will apply a formula for selecting the Convention Committee members on the basis of equitable representation from the regions.

(b) *Vice-Presidents of the Regions will provide lists of persons they recommend as committee members to the National President.*

Members to Convention committees will be notified of their committee assignment by **April 21, 2023** and will meet in Ottawa the week of **May 15th, 2023**.

Resolutions

Article 13. *Locals shall be entitled to present resolutions for consideration by the Triennial National Convention. Such resolutions must have been adopted by the Local membership and must be received through the National Office of the Union not later than four (4) months prior to the Convention, inclusive of the Convention month. Such resolutions shall be indexed and distributed to all Locals in book form at least six (6) weeks prior to the Convention.*

Local resolutions must be sent to the respective Vice-President of your region no later than **April 21, 2023**. Resolution reports will be indexed by the National Office and distributed to all Locals no later than **July 21, 2023**.

A guide to assist Locals in preparing resolutions is enclosed, see below.

Hotel Reservations, Transportation, Wages and Per Diem

Article 4. (a) *The place and date of each Triennial National Convention shall be decided by the National Executive and such decision transmitted to the Locals not later than six (6) months prior to the opening date of such Convention.*

The National Executive has determined that the Convention will be five (5) full days, from Monday, August 21 to Friday, August 25 in St. John's, NL.

Article 15. *All voting delegates in attendance at a Triennial National Convention shall be entitled to payment of the following expenses by the Union:*

- (a) a mode of transportation most economical to the Union;*
- (b) a per diem rate to be determined by the National Executive for the actual period of the Convention, exclusive of travelling time;*
- (c) (i) all voting delegates and committee members shall be reimbursed one day's wages/salary plus all entitled benefits for each day they are in attendance at a Triennial National Convention. This would not normally include weekends. In addition, if any committee members are required to work on weekends, they shall be paid their daily wage rate;*
(ii) delegates and committee members who are shift workers or who work a compressed week will be reimbursed as in paragraph i), based on their average weekly hours divided by five (5). If such a delegate or committee member loses more than their average weekly wages or salary, they must substantiate same by providing a copy of their shift schedule.

Upon receipt of the official list of delegates from the Local, a link for online registration will be e-mailed directly to each accredited delegate and official observer with instructions to make travel arrangements directly through WE Travel.

Observers, delegates' spouses, dependents and guests may also use the travel services of WE Travel.

General Information

Arrangements have been made for the simultaneous translation of the Convention's plenary sessions.

Childcare will be arranged as needed, provided National Office has been informed by delegates well in advance of the Convention.

UNDE will help members with disabilities to have easier access to the Convention facilities and proceedings. Special Needs requirements need to be identified in your online registration.

Locals are reminded that Delegate Accreditation Forms are to be forwarded to the respective National Officer first, who in turn, will forward to National Office.

Details of the Convention agenda, activities program and any other item of interest will be distributed to delegates and official observers in due course, or you may visit the website: <http://www.unde-uedn.com/> for up-to-date information as well as on-line registration forms.

In Solidarity,



June Winger
National President

cc: National Executive (by e-mail)

RESOLUTIONS

Important information when submitting resolutions for Convention:

- a) Each resolution must have two original signatures--the Local president and the secretary.
- b) The **WHEREAS** of the resolution should explain the reason and justification of the resolution itself. There may be a number of reasons for **WHEREAS**. Each one should be valid, to the point, and clearly defined.

The **BE IT RESOLVED THAT** portion of the resolution is the change, addition, or deletion to the Union's policy or bylaw, that the Local wishes the Convention to approve.

- c) The number of the Local submitting the resolution should be on each resolution.
- d) Resolutions which are considered to be bargaining demands are not acceptable and will be returned to the submitting Local.
- e) Each resolution should be submitted on a separate sheet of paper and Locals should number their resolutions correctly.
- f) Each resolution should deal with one subject and contain not more than one hundred and fifty (150) words.
- g) Resolutions must be sent to your respective Vice-President by email in Word format.
- h) The deadline to receive resolutions at National Office is **April 21, 2023**.