

# **CEIU'S NATIONAL HUMAN RIGHTS/RACE RELATIONS COMMITTEE**

## **TERMS OF REFERENCE**

(Amended as per June 2017 HR/RR minutes)  
(Amended as per September 2017 HR/RR minutes)  
(Amended as per April 2018 HR/RR minutes)

### **PREAMBLE**

We, the members of CEIU's National Human Rights/Race Relations Committee, believe that self-determination is a fundamental principle for the inclusion of equity groups in the structure of the union.

In keeping with this principle, the committee believes that members of each equity group must define their own issues and select their own representatives on this committee.

### **Section 1 – Title**

The committee shall be known as the CEIU's National Human Rights/Race Relations Committee (HR/RR Committee).

### **Section 2 – Mandate**

The mandate of the CEIU's National HR/RR Committee, as constituted in CEIU By-laws is, to explore, review, promote and respond to concerns relating to HR/RR issues, policies, and initiatives of the employer and that of PSAC and CEIU as a union and as an employer.

### **Section 3 - Term of Office**

The term of office for members of the HR/RR committee commences immediately after each triennial convention.

### **Section 4 – Membership**

Refer to CEIU's By-Laws 15, sub-section 15.2 for full membership composition

- (i) The eight (8) members of the committee and their alternates are elected by the delegates within each Human Rights group at the HR/RR Triennial Conference from nominations submitted to, and at, the conference.

- (ii) Gender parity, an essential criterion for this committee, shall be maintained within each group and within the committee.
- (iii) Should the position of a member of the HR/RR Committee become vacant, for whatever reason, the alternate representative of the particular human rights group and reflecting the gender of the member vacating the position, shall automatically assume the position.

## **Section 5 – Responsibilities**

1. Committee members have the following responsibilities:
  - (a) attend all meetings of the HR/RR Committee or, if not available, inform their alternates via the National Office;
  - (b) keep the HR/RR Committee, the National President, the NEVP or delegate, and the NVP for HR and the National Executive, aware of issues concerning HR/RR in the union and the departments;
  - (c) maintain an awareness on HR/RR issues and the needs of HR/RR members within CEIU and the departments;
  - (d) be proactive on HR/RR issues in CEIU and the departments;
  - (e) represent and respond, through the committee, on behalf of CEIU, on matters relating to HR/RR;
  - (f) provide the National President and the National Executive with verbal and written recommendations on HR/RR issues;
  - (g) provide input through the CEIU representative to the PSAC National Human Rights Committee;
  - (h) assist in the planning and preparation of conferences, meetings and training sessions.
  - (i) ensure that the minutes of all meetings and other communications pertinent to the HR/RR Committee be provided to their alternates via the national office and the regional equity committees;

- (j) Any member who does not notify the committee that they will not be attending a meeting will be considered absent in so far as unexcused absences are concerned and that the member involved will be responsible for any costs incurred.

**2. The NVP or their designate, as the Chairperson of the HR/RR Committee** has the following responsibilities to:

- (a) be the official spokesperson on behalf of the committee;
- (b) preside at all meetings of the HR/RR committee;
- (c) preside at all HR/RR conferences;
- (d) have the right to delegate authority when required;
- (e) call meetings of the HR/RR committee;
- (f) ensure that HR/RR issues and directives reach the CEIU National President, National Executive Vice President and National Executive;
- (g) perform such duties considered within the authority of chairpersons of committees in similar organizations;
- (h) keep the National Vice-President for HR/RR fully informed and consult fully with the NVP to ensure that a united voice is presented at all times;
- (i) keep the committee members informed in writing of all activities and events related to HR/RR.
- (j) Confirm the election of HR/RR committee members.

**Alternate:** acts as chair in the absence of the NVP and performs all rights and privileges given that position.

## **Section 6 – Meetings**

- (i) Meetings of the HR/RR committee shall be held twice a year, and shall

occur;

- (ii) prior to the CEIU National Executive meeting;
  - a) Special meetings of the HR/RR committee may be called to deal with urgent issues; such meetings require a minimum of five (5) working days of notice to accommodate special needs;
  - b) a special meeting so called shall require a two-thirds majority vote of the HR/RR committee;
- (iii) Members of the HR/RR committee shall have all the rights and privileges accorded to accredited delegates during the CEIU Triennial Convention;
- (iv) The eight (8) members of the National Human Rights/Race Relations Committee are automatic delegates to the next CEIU National Convention.

### **Quorum**

The quorum for the HR/RR committee meeting shall be two-thirds majority of the eight (8) committee members with a minimum of 1 member of each group.

However, if a quorum is not reached, committee business will be attended to except for items requiring a vote which will be dealt with electronically at a later date.

### **Decisions**

- (i) Decisions made by the HR/RR committee should be made by way of consensus. If consensus can't be reached, we will revert to the PSAC rules of order;
- (ii) funds from the HR/RR committee line items (conference/committee) may not be used without the prior consent of at least two-thirds of the HR/RR committee members. Any funds designated for a specific equity group will require the consent of both the male and female representative from that group before any funds are released.

### **Section 7 - HR/RR Conference**

- (i) The HR/RR conference is held every three (3) years at least six (6) months before the CEIU National Triennial Convention.

- (ii) The HR/RR conference shall be comprised of the eight (8) members of the HR/RR committee and forty (40) accredited delegates. Representing where possible equally the four (4) HR/RR groups with gender parity maintained.
- (iii) Delegates to the HR/RR conference shall be selected within each human rights group.
- (iv) Each delegate to the HR/RR conference is entitled to one (1) vote on each subject presented in plenary.
- (v) Members of the committee shall have all the rights and privileges accorded to accredited delegates.
- (vi) The HR/RR committee is deemed in session throughout the HR/RR conference.
- (vii) The delegates of the HR/RR conference shall:
  - (a) submit resolutions to CEIU and PSAC Triennial conventions;
  - (b) elect members and alternates to the HR/RR committee;

### **Section 8 - Selections to HR/RR Conference**

The committee shall make every attempt to maintain regional balance, equilibrium of the 4 HRRR groups and gender parity among selected delegates to the HR/RR conference.

### **Section 9 – Observers requesting to attend the HRRR Committee meetings:**

- a) Observer(s) upon approval can attend the HR/RR Committee meetings;
- b) If the meeting has an in-camera session, the observer (s) will have to leave the room for the duration of the session. In camera

sessions will exclude the observer from attending until such is ended.

- c) Observer(s) do not have a right to vote and has no voice during the meeting;
- d) Observer(s) must be a CEIU member in good standing;
- e) Observer(s) must self-identify as belonging to an equity group of the HRRR as per the criteria listed in Section 4;
- f) Observer(s) understand that they are responsible for all expenses to their attendance to the meeting (Self-funded); All expenses incurred to attend the conference are the responsibility of the observer;
- g) Advance notification to be sent to the Chair of the HRRR committee and obtain a positive confirmation from the Chair;
- h) Number of Observer(s) can be limited according to room/space availability.