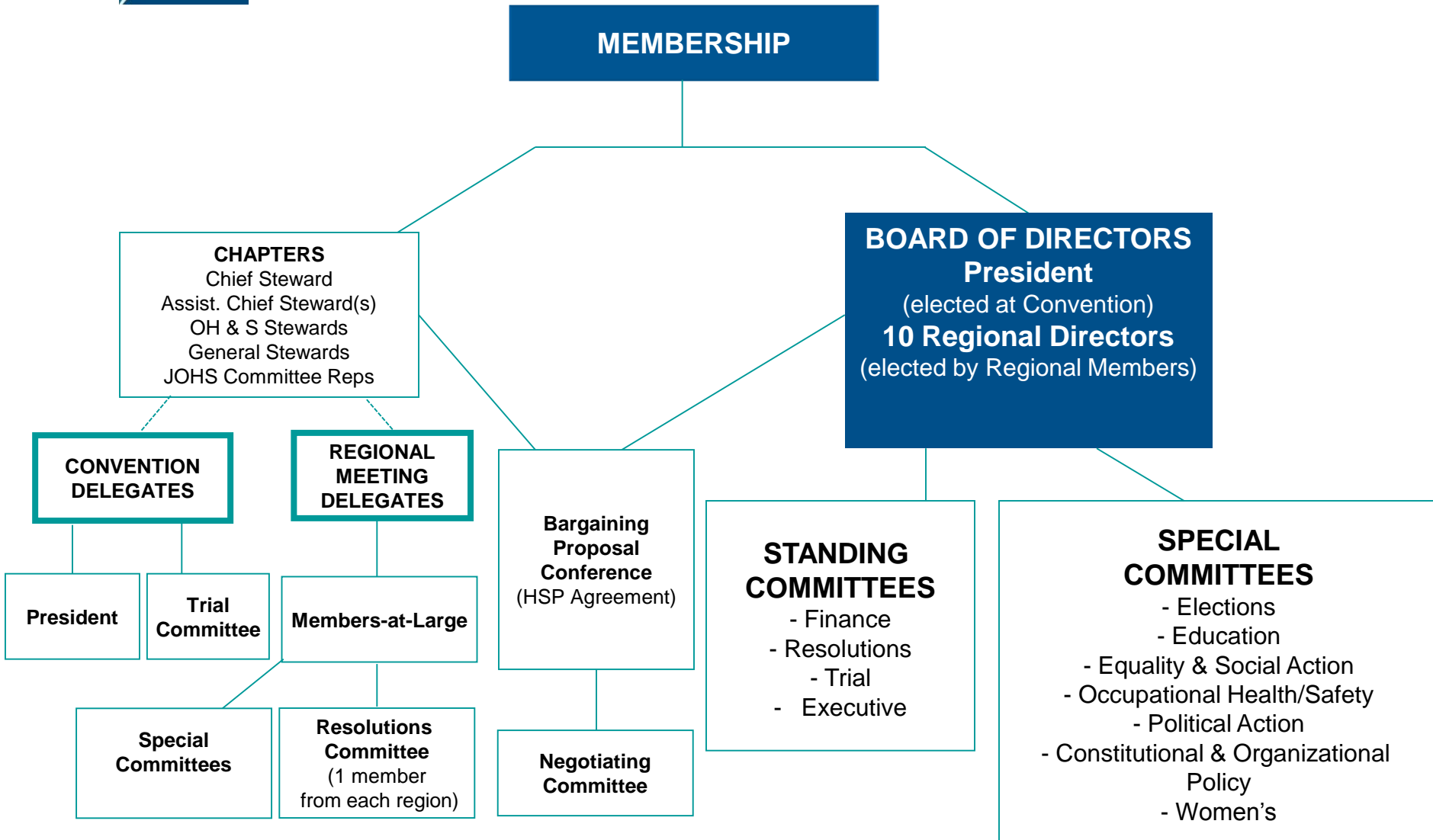




# HEALTH SCIENCES ASSOCIATION OF BC Governance Organizational Chart





**Policy:** Annual Convention

**Section:** Convention

**Date Reviewed:** October 17, 2018

**Date Revised:** November 22, 2018

*This information is for HSA members only. You agree to use this information for HSA purposes only, and will not copy or distribute any of these materials without approval from the HSA head office (contact your Chief Steward).*

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## Policy Statements:

### 1. General

- 1.1 The Board of Directors determines the time and place of the annual convention and advises members at least 6 weeks prior to the date of the convention.
- 1.2 The President or designate chairs the convention.
- 1.3 Convention proceedings are conducted in accordance with rules of order adopted by delegates at the beginning of Convention.
- 1.4 Delegates to the convention are:
  - Regional Directors
  - Members-at-Large
  - Chief Stewards
  - Assistant, General, or Site Stewards who replace Chief Stewards who are unable to attend
  - Any other HSA member at that Chapter as long as they are elected at the Chapter meeting
- 1.5 Participants entitled to attend convention without delegate status are:
  - HSA members (no reimbursement for wage replacement or expenses)
  - Directors-elect
  - members of committees reporting to convention
  - assigned HSA staff
  - HSA Labour Council delegates
  - Constituency Liaisons
  - Enhanced Disability Management Program representatives.
  - invited guests
  - invited service providers (e.g., auditor)

- 1.6 While HSA encourages all members to attend Convention, only official delegates, Labour Council Delegates, Constituency Liaisons and Enhanced Disability Management Program representatives are reimbursed for wage replacement and expenses related to attending the Convention.
- 1.7 Non-member participants address convention only at the invitation of the Chair. These participants are invited to speak primarily to provide clarification on a specific point or topic.
- 1.8 Only HSA authorized individuals may record Convention proceedings.
- 1.9 All delegates are expected to attend Convention until adjournment except under extenuating circumstances.
- 1.10 Regional Whips track attendance of delegates to verify eligibility for wage replacement.

## **2. Voting**

- 2.1 Fifty (50) delegates constitute a quorum.
- 2.2 Only delegates vote, and each delegate has one vote. Proxy voting is not allowed.

## **3. Distribution of Material at Convention**

- 3.1 All material distributed on the convention floor is approved by the Board of Directors prior to distribution by the Sergeants-at-Arms.
- 3.2 All material distributed or displayed on committee tables outside the convention hall is approved by the chair of the committee sponsoring the display.
- 3.3 All material distributed or displayed outside the convention hall by groups from outside of HSA is approved by the Office of the President.



**Policy:** President  
**Section:** Elections  
**Date Reviewed:** February 11, 2019  
**Date Revised:** February 28, 2019

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## **Policy Statements:**

### **1. Term**

- 1.1 The President is elected at the Annual Convention in odd-numbered years for a two-year term.

### **2. Nominations for President**

- 2.1 Nominees must have been a member of the union for one year immediately prior to the election.
- 2.2 Nominations for President may be made once the call for nominations has been given until the third and final call for nominations during Convention.
- 2.3 Six members are required to nominate a member seeking election as President.
- 2.4 All nominations must be:
- in writing,
  - signed by all nominators,
  - accompanied by a written consent signed by the nominee.
- 2.5 To be published in the *Annual Report*, the nomination must be:
- received by the HSA office 60 days before Convention,
  - accompanied by a statement of not more than 400 words,
  - accompanied by a photograph of the nominee.
- 2.6 All presidential candidates are required to seek Convention delegate status.
- 2.7 HSA covers the cost of sending a candidate to Convention, as a non-delegated member, if he/she is unable to register as a delegate.

### **3. All Candidates' Meeting**

- 3.1 HSA will hold at least one all candidates' meeting prior to Convention if there is more than one candidate nominated for the office of President at least 60 days in advance of convention.

**4. Election**

- 4.1 The election of the President is overseen by a Chief Electoral Officer appointed by the Board of Directors.

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**Policy:** Board of Directors

**Section:** Board

**Date Reviewed:** February 11, 2019

**Date Revised:** February 28, 2019

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## **Policy Statements:**

### **1. Governance**

- 1.1. Board of Directors is the elected governing body of the Union when the Convention is not in session.
- 1.2. The Board of Directors is accountable to the Union membership through Convention.

### **2. Representation**

- 2.1. The Board of Directors is composed of the President and one Regional Director from each of the ten regions outlined in the Constitution.

### **3. Roles and Responsibilities**

- 3.1. The Board of Directors is directed by HSA Conventions.
- 3.2. The Board of Directors sets the financial, strategic and policy direction for HSA.
- 3.3. Regional Directors advocate on behalf of the membership and responds to the concerns of members.
- 3.4. The Board of Directors establishes and chairs all Committees with the exception of the Trial Committee.
- 3.5. Regional Directors chair regional meetings.
- 3.6. The Board of Directors delegates to the President the responsibility for hiring employees to carry out the affairs of the Union.
- 3.7. Board members are expected to attend every meeting unless there is a compelling reason for missing a meeting.

- 3.8. Board members are expected to review and respond to requests and correspondence that are sent via email, voice or hard copy media as promptly as possible.
- 3.9 Individual Board members support Board decisions outside of the Board caucus.
- 3.10 Board members maintain confidentiality with respect to:
- personal matters disclosed to them in the course of their duties;
  - union matters where disclosure may harm the interest of the members;
  - union matters which are identified to be confidential;
  - the position that any individual Board member takes on a union matter.
- 3.11 Board members are not eligible for any job working for HSA while a member of the Board and are not able to apply for any job with HSA for a period of six months after his/her term of office finishes.
- 3.12 Regional Directors are expected to communicate, in writing, to the members of their Region at least quarterly with the assistance of Communication Staff support as needed. When sensitive information is to be communicated to members regarding extraordinary events Directors are expect to coordinate with Communications Staff for the purpose of consistency of message.
- 4. Officers**
- 4.1. The Secretary-Treasurer and Vice President are elected for a one-year term by and from the Board of Directors.
- 4.2 The Secretary-Treasurer oversees the financial matters of HSA and is a signing officer. The Secretary-Treasurer chairs the Finance Committee.
- 4.3 The Vice-President is the senior delegate in the absence of the President and assumes the duties of the President at the President's request. The Vice-President chairs the Resolutions Committee, the COPs Committee and the Presidential Issues Committee and represents HSA on the B.C. Federation of Labour's Resolutions Committee.



**Policy:** Regional Meetings

**Section:** Governance

**Date Reviewed:** August 30, 2018

**Date Revised:** September 13, 2018

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## **Policy Statements:**

### **1 General**

- 1.1 The Board of Directors determines the time and place of the regional meetings and advises members at least 6 weeks prior to the date of the meetings.
- 1.2 The Regional Directors chair the meetings in their region.
- 1.3 The HSA President reports on the union activities.
- 1.4 Elections for members-at-Large are conducted at Regional Meetings.

### **2. Delegate Entitlement**

- 2.1 A Delegate must be a current member of HSA.
- 2.2 Chapters with up to and including 49 members are entitled to one (1) delegate who is the Chief Steward or her/his Alternate.
- 2.3 Chapters with over 49 members are entitled to have one (1) additional delegate for every fifty (50) members or portion thereof.
- 2.4 Delegates must be employed in the Chapter they represent.
- 2.5 Delegate entitlement for regional meetings is based on the number of members 60 days prior to the meeting.



### **3. Delegate Status**

#### **3.1 Delegates to a Regional Meeting are:**

- The Regional Director
- Members-at-Large
- Chief Stewards
- Assistant, General, or Site Stewards who replace Chief Stewards who are unable to attend
- any other HSA member at that Chapter as long as they are elected at the Chapter meeting.

#### **3.2 Participants entitled to attend Regional Meetings without delegate status are:**

- non-delegated HSA members
- assigned HSA staff
- invited guests
- Labour Council Delegates from that region
- Constituency Liaisons
- Enhanced Disability Management Program representatives from that region.

#### **3.3 While HSA encourages all members to attend their Regional Meeting, only official delegates, Labour Council Delegates, Constituency Liaisons and Enhanced Disability Management Program representatives are reimbursed for wage replacement and expenses related to attending the Regional Meeting.**

#### **3.4 A member must be approved as a Delegate before making final travel arrangements to attend.**



**Policy: Members-at-Large**

**Section: Elections**

**Date Reviewed: August 28, 2014**

**Date Revised: September 18, 2014**

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## **Policy Statements:**

### **1. Nominations**

- 1.1 Nominees for Members-at-Large must have been a member of the union for at least one year immediately prior to the election.
- 1.2 Verbal or written nominations are accepted. Nominees do not need to be present at the election provided a written acceptance of the nomination is submitted.
- 1.3 Nominees shall disclose to the delegates any known reason why they would be unable to fulfil the duties of the position.

### **2. Elections**

- 2.1 Members-at-Large are elected by the Regional Meeting delegates from their region.
- 2.2 All Regions elect at least two Members-at-Large and Alternates based on the entitlement prescribed by the Constitution.
- 2.3 Member-at-Large entitlement remains the same for the duration of the two-year term.
- 2.4 A region's Members-at-Large must be elected from at least two different chapters.
- 2.5 Each region elects one Member-at-Large to the Resolutions Committee.
- 2.6 Members-at-Large elected at Regional Meetings take office at the closure of the following Annual Convention.

### **3. Term**

- 3.1 Members-at-Large are elected for a two-year term.
- 3.2 Members-at-Large are elected to the Resolutions Committee for a two-year term.

#### **4. Member-at-Large Participation**

4.1 Members-at-Large are selected to participate:

- on standing and special committees;
- as a delegate to HSA Regional Meetings;
- as a delegate to the annual HSA Convention; and
- as a delegate to BC Federation of Labour conventions.

4.2 Members-at-Large selected to committees are expected to attend every meeting unless there is a compelling reason for missing a meeting.

4.3 The Member-at-Large elected to the Resolutions Committee may be required to attend the BC Federation of Labour's Policy and Constitutional Conventions.

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