

Canadian Union of Public Employees  
**SASKATCHEWAN DIVISION**

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**STANDING COMMITTEE  
GUIDELINES**

**2023-24**

1<sup>st</sup> Issue (May 25, 2023)

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This guide provides information for the effective operation of Standing Committees within the provincial division of CUPE in Saskatchewan.



# MEETING SCHEDULE

## 2023-24

For the 2023-24 term, all Standing Committees will hold meetings on the following pre-scheduled dates:

- **May 25, 2023 (All-Committees' Meeting, IN-PERSON, REGINA)**
- **September 25, 2023 (VIA ZOOM)**
- **November 24, 2023 (VIA ZOOM)**
- **January 12, 2024 (VIA ZOOM)**

Should special circumstances warrant consideration of holding a meeting in addition to the pre-scheduled meetings (listed above), Chairs of committees can submit meeting requests through the Division Office. Requests must be approved by the office before proceeding. Meetings will be conducted by video conference on CUPE Saskatchewan's Zoom account. Meeting links will be provided and circulated by the Division Office.

Requests can be made to the attention of Jodi at: [j.reavley.cupe@sasktel.net](mailto:j.reavley.cupe@sasktel.net)

Please indicate your first choice and a second choice for a tentative meeting date in your request and start time (including anticipated duration), along with the agenda and/or special circumstances for the meeting. Whenever possible, please make sure the time of your email request is at least two (2) weeks away from your tentative meeting date – providing adequate time for the request to be reviewed and for union leave notice for committee members if the date is confirmed.

### INSIDE THIS GUIDE...

CUPE Saskatchewan Structure.....	2
Terms of Reference.....	4
Committee Membership.....	4
Meetings & Operations.....	4
Expense Policy.....	5
How to Request an Additional Virtual Committee Meeting.....	7
Kilometrage Reference Chart.....	8
Roles of Standing Committee Members.....	9
Committee Online Communications Policy.....	10

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# CUPE SASKATCHEWAN STRUCTURE

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**Annual Convention:** CUPE Local Unions voluntarily affiliate to the provincial division of the Canadian Union of Public Employees in the province of Saskatchewan — known as CUPE Saskatchewan. Affiliated Local Unions send delegates to the Annual Convention where elections are held for leadership positions, reports are received, and resolutions are passed determining the direction and priorities for the year ahead. Convention, with the delegates of affiliated organizations assembled, is the supreme authority of CUPE Saskatchewan.

**Table Officers:** President, Vice-President, Recording Secretary and Secretary-Treasurer. Positions are two-year terms elected at the Annual Convention on a rotating basis in even and odd numbered years.

**Executive Board:** The Executive Board governs CUPE Saskatchewan between Conventions and carries out the decisions made at Convention. The 18-member Executive Board is comprised of:

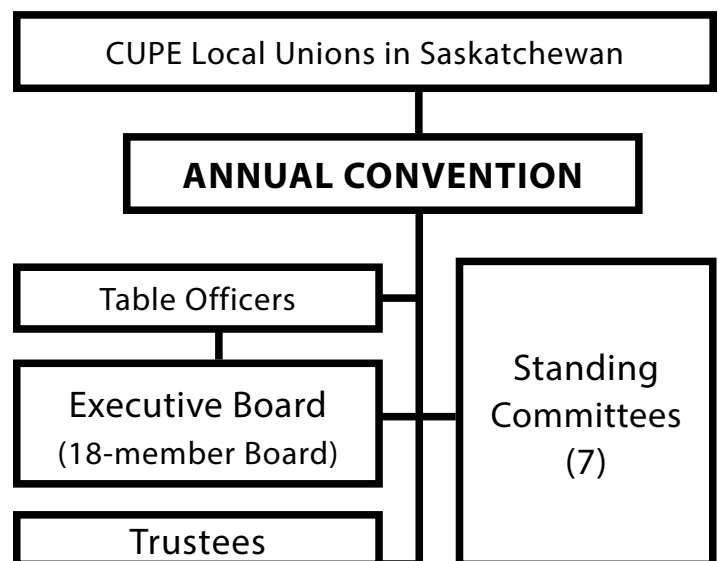
- Table Officers;
- Indigenous Executive Member, LGBTQ2+ Executive Member, Racialized Executive Member, Worker with Disability Executive Member, Young Worker Executive Member;
- Sectoral members including: Boards and Agencies Executive Member, Community Based Organizations Executive Member, Education Executive Member, Health Care Executive Members (two positions), Library Executive Member, Local 600 Executive Member, Municipal Executive Member and University Executive Member.

Executive Board positions are two-year terms elected at the Annual Convention on a rotating basis in even and odd numbered years.

**Trustees:** Three trustees ensure financial controls are in place and financial statements are accurate. Positions are three-year terms, with one position elected at each Annual Convention.

**Standing Committees:** CUPE Saskatchewan's seven (7) standing committees advise the Executive Board. Each committee's mandate and objectives are identified in Appendix C of *The Constitution*. Committee membership is comprised of members elected at the Annual Convention in even-numbered years and appointed members. The Indigenous Council composition is distinct from all other committees, with its membership elected from among delegates of the Indigenous Peoples' Conference held on an annual basis.

**Staff:** CUPE Saskatchewan employs two staff members to support its officers and Executive Board, and to carry out its office administration, operations and activities.

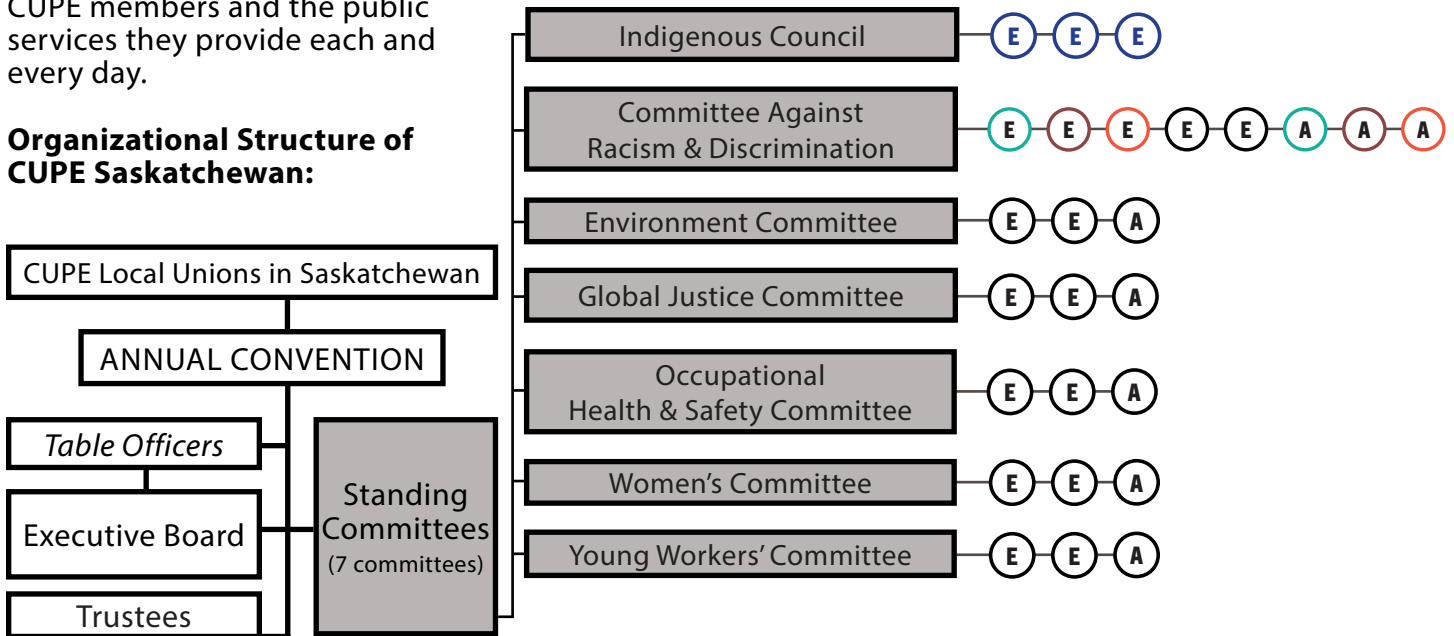


# CUPE SASKATCHEWAN STRUCTURE

## *In Focus: Standing Committees*

► **CUPE Saskatchewan unites CUPE Local Unions** to speak with one strong collective voice, working at the provincial level for legislative, policy, and political change on issues affecting CUPE members and the public services they provide each and every day.

### Organizational Structure of CUPE Saskatchewan:



## Role & Structure of Standing Committees

Standing Committees are advisory bodies to the Executive Board of CUPE Saskatchewan, acting as a resource on policies, issues, and programs.

CUPE Saskatchewan's seven (7) Standing Committees have goals and objectives that are outlined in Appendix "C" of *The CUPE Saskatchewan Constitution and Bylaws*. Additional duties may be assigned to a committee by the Executive Board. Committees report to the Executive Board.

Membership terms are for two-years (or a specified shorter period of time in the case where the appointment fills a position left vacant).

A member of the Executive Board is designated to serve as a liaison to a committee.

Committee members must be members in good standing of a Local Union affiliated to CUPE Saskatchewan. Members shall only be eligible to sit on one (1) Standing Committee at any given time. Members of the CUPE Saskatchewan Executive Board, including alternates, or trustees are not eligible for committee membership.

- (E) Elections held at the annual Indigenous Peoples' Conference.**
- (E) Elections held at the Annual Convention in even-numbered years.**  
Positions based on self-identification as:  
  - LGBTQ2+**
  - Racialized**
  - Worker with Disability**
- (A) Appointments in odd-numbered years following the Annual Convention.**  
At any given time when a vacancy exists, appointments may be made by the Executive Board.



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## TERMS OF REFERENCE

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The purpose of all Standing Committees is to act as advisory bodies to the Executive Board.

All committees shall follow the goals and objectives set out in Appendix 'C' of *The CUPE Saskatchewan Constitution* and take direction from the Executive Board.

Resolutions from the Annual Convention may be referred to a committee. Consideration of the resolutions and a plan of action for satisfying these resolutions and/or any recommendation(s) for action(s) by the Executive Board shall be a priority for each committee.

All committees are accountable to the Executive Board and, ultimately, the Annual Convention. They shall provide regular reports to the Executive Board (through the Executive Board Liaison) and shall prepare a report for the Annual Convention.

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## COMMITTEE MEMBERSHIP

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From among its elected and appointed members, each committee must elect a chairperson.

Each committee must also elect a member to take meeting minutes.

A member of the Executive Board shall act as a liaison to each committee. (See roles of Standing Committee Members – Executive Board Liaison)

A CUPE National Staff or Division Staff may act as an advisor to a committee. (See roles of Standing Committee Members – Staff Advisor)

Table Officers of CUPE Saskatchewan shall be ex-officio members of all committees.

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## MEETINGS AND OPERATIONS

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### NUMBER OF MEETINGS

Committees will meet up to a maximum of four (4) times per calendar year.

***In the 2023-24 term, regular committee meetings have been scheduled and all committees will meet on the same dates. Unless otherwise indicated, meetings will be held virtually.***

***If a committee believes it is necessary to hold an additional meeting beyond the four (4) meetings scheduled for the 2023-24 term, they must submit a written request for any additional meeting to the attention of the Executive Assistant to facilitate its consideration.***

### UNION LEAVE

Should a committee member or Executive Board Liaison require union leave to attend the virtual committee meeting and/or approved committee-related activity, the member will coordinate the leave with their Local Union and follow the Expense Policy in the usual manner.

The Expense Policy allows Union Leave for the actual meeting time and any necessary reasonable time allowance before or after the meeting away from a regular work shift to permit attendance at a committee meeting.

### QUORUM

Quorum shall be any number amounting to more than one-half (1/2) of the committee membership.

### AGENDA AND MINUTES

An agenda for an upcoming meeting shall be prepared and distributed to all committee members in advance of the meeting by the chairperson.

Accurate minutes of each committee meeting shall be recorded and submitted to the CUPE Saskatchewan Office.

#### REQUESTS FOR OFFICE SUPPORT/ASSISTANCE

Requests for any specific support, assistance, actions, and/or the production of materials or online communications and resources shall be made through the CUPE Saskatchewan Office and directed to the Executive Assistant.

For requests that also involve a financial expenditure, please refer to the Expense Policy.

#### REPORT FORMS

Following a committee meeting, the Committee Report Form shall be completed and submitted to the CUPE Saskatchewan Office.

Included with the Committee Report Form shall be the minutes for that meeting and any Expense Voucher(s). Minutes shall also be forwarded to committee members, the Executive Board Liaison, and the Staff Advisor.

*An electronic template form is available to assist with taking meeting minutes.*

#### WORK PLAN AND OBJECTIVES

Each committee shall identify its work plan for the term (between Annual Conventions) which includes committee goals and objectives outlined in Appendix 'C' of *The CUPE Saskatchewan Constitution* and resolutions referred to the committee by the Executive Board.

The Standing Committee Work Plan document shall be completed by each committee and updated regularly at committee meetings. A copy of this document shall be filed with the CUPE Saskatchewan Office.

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## **EXPENSE POLICY**

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#### MEETINGS

Committees are funded to meet a maximum of four (4) times per calendar year. Meetings shall not exceed one (1) day in length.

If a committee believes it is necessary to hold more than four (4) meetings in one (1) year, they must submit a written request for any additional meeting to the attention of the Executive Assistant to facilitate its consideration by the Table Officers and Executive Board. The written request shall contain rationale as to why another meeting is necessary, the proposed date (indicate if virtual or location), and shall be submitted on behalf of the committee by either the Executive Board Liaison or Chairperson.

#### REIMBURSEMENT FOR EXPENSES

All committee members shall be entitled to reimbursement for expenses as set out in Article 11 and Appendix B, CUPE Saskatchewan Expense Policy, *The CUPE Saskatchewan Constitution*.

To obtain reimbursement, you must complete and submit an Expense Voucher to the CUPE Saskatchewan Office. An Expense Voucher will be eligible for reimbursement only following receipt of a Committee Report Form and meeting minutes from which the expense claim is based.

Committee operational expense items include: applicable per diems, hotel accommodation, kilometrage/parking, and reimbursement of eligible child care expenses.

#### LOST WAGES

Compensation will be paid for actual wages lost while on authorized activities for CUPE Saskatchewan Division at the regular rate of pay.

Either the employer or the member's Local Union shall forward billing of actual lost wages to the CUPE Saskatchewan Division Office. If the Local Union is forwarding a bill for lost wages, wage verification must be submitted with the Expense Voucher.

Your employer or Local Union can submit billing for lost wages by email or mail:

VIA EMAIL: [st.cupesk@sasktel.net](mailto:st.cupesk@sasktel.net)

VIA REGULAR MAIL:

Attention: Secretary-Treasurer  
CUPE Saskatchewan  
3725 E Eastgate Drive  
REGINA SK S4Z 1A5

Actual wages include only those days the member would be scheduled at work, and does not include earned days off, vacation days or days off.

Wages are covered for meetings only. Any other wage replacement must be approved prior to the event.

#### HOTEL ACCOMMODATIONS

If hotel accommodation is required by a committee member for a scheduled committee meeting, booking arrangements shall be made by CUPE Saskatchewan's office staff.

#### REQUESTS FOR DONATIONS AND OTHER EXPENDITURES

All requests to spend funds outside of regular committee expenditures must be submitted by the committee's Executive Board Liaison or Chairperson to the attention of the Executive Assistant to facilitate its consideration by the Table Officers and Executive Board.

#### CONFERENCES AND REQUESTS TO ATTEND OTHER EVENTS

The Executive Board may grant approval for a Standing Committee to hold a conference to deal with issues within the committee's man-

date. Each conference shall be completely self-supporting as is practicable.

Committees wishing to request a conference be held must complete the Committee Conference Request Form and submit it to the CUPE Saskatchewan Office, to the attention of the Executive Assistant, at least six (6) months prior to the requested date of the event for its consideration by the Executive Board.

Committee-related activities include requests to attend events on behalf of CUPE Saskatchewan. These events may be in-person or it is recognized they may now be virtual. If a committee member is interested in attending an event on behalf of a committee, they must submit a request, in writing, to the attention of the Executive Assistant to facilitate its consideration by the Table Officers and Executive Board with a minimum of four (4) weeks' notice.

Consideration will be based on the rationale provided in the written request and the economic viability of the request. All written requests should clearly indicate the full costs associated with the request.

*\*Further information about CUPE Saskatchewan's expense policy can be found under Article 11 and Appendix B, The CUPE Saskatchewan Constitution.*



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## HOW TO REQUEST AN ADDITIONAL VIRTUAL COMMITTEE MEETING:

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Standing Committees will request and book their meetings through the Division Office by email request only, and Chairs of committees will be responsible for making meeting requests to the Division Office. The Division Office will confirm meeting dates and supply a video conferencing link.

Committees will make a Meeting Request through the following procedure:

### 1. Submit a Meeting Request to the Division Office.

Your committee's Chair should submit a meeting request to the Division Office by email to:

Jodi Reavley at: [j.reavley.cupe@sasktel.net](mailto:j.reavley.cupe@sasktel.net)

Please indicate your first choice and a second choice for a tentative meeting date in your request and start time (including anticipated duration), along with the agenda and/or special circumstances for the meeting.

Whenever possible, please make sure the time of your email request is at least two (2) weeks away from your tentative meeting date – providing adequate time for the request to be reviewed and for union leave notice for committee members if the date is confirmed.

### 2. Wait for a Reply from the Division Office.

The Division Office will review your committee's meeting request and reply with either a confirmation or declination.

Confirmation and Video Conference Link Provided by the Division Office.

The Division Office will supply the committee with a Zoom Meeting Link to the virtual CUPE Saskatchewan Division Meeting Room. The Division Executive Assistant (Nathan) or Secretary (Jodi) will attend each meeting, welcome everyone to the virtual meeting room, and serve as a technician host for the meeting (for technical administrative purposes). The role of the committee's Chair remains to conduct the meeting agenda and business.

## Before Your Confirmed Meeting

Once the Division Office has confirmed a meeting date, time and link based on a meeting request, your committee's Chair should ensure the everyone has the confirmation, has a copy of the meeting agenda, and that quorum is expected.

## Meeting Cancellations

Should a committee need to cancel a meeting either because quorum is not expected or unforeseen circumstances arise, your committee's Chair should give notice of cancellation to the Division Office by email to:

Jodi Reavley:  
[j.reavley.cupe@sasktel.net](mailto:j.reavley.cupe@sasktel.net)



# KILOMETRAGE REFERENCE CHART

// Updated AS OF FEBRUARY 15, 2019 //

DISTANCE FROM	<b>SASKATOON</b> KILOMETRES <b>RETURN</b>	<b>REGINA</b> KILOMETRES <b>RETURN</b>
Big River	460	970
Broadview	820	310
Canora	630	490
Coleville	430	840
Cowessen	830	340
Cupar	560	160
Estevan	940	420
Grayson	800	370
Grenfell	760	260
Hagen	290	710
Holdfast	360	200
Ile-A-La-Crosse	970	1480
Kamsack	700	540
Lloydminster	560	1080
Manor	950	450
Maple Creek	820	770
Melfort	360	570
Melville	700	300
Midale	840	330
Moose Jaw	460	150
North Battleford	280	800
Pangman	720	200
Pleasantdale	420	495
Prince Albert	290	800
Radville	790	280
<b>Regina</b>	<b>520</b>	<b>--</b>
<b>Saskatoon</b>	<b>--</b>	<b>520</b>
Weyburn	760	240
White City	580	50
Yellow Grass	700	190
Yorkton	660	380

*All kilometres in the chart above have been calculated using Google Maps.*

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# ROLES OF STANDING COMMITTEE MEMBERS

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## CHAIRPERSON

- Preside over all meetings of the committee, preserve order, and enforce The CUPE Saskatchewan Constitution (including Equality Statement);
- At the first meeting, review the goals and objectives of the committee with members;
- Referencing the mandate of the committee outlined in *The CUPE Saskatchewan Constitution* and the resolutions referred to the committee, develop and complete a work plan for the year/term with committee members;
- Solicit agenda items, prepare, and distribute an agenda in advance of a meeting;
- Call meetings through the CUPE Saskatchewan Office;
- Review and be familiar with the goals and objectives of the committee as outlined in *The CUPE Saskatchewan Constitution* and any resolutions that have been forwarded to the committee;
- Take on duties as defined by the committee;
- When a liaison is not available, make and submit all requests to the attention of the Executive Assistant. These requests shall be in writing wherever possible;
- Prepare a report for the Annual Convention providing a summary of the committee's actions throughout the year and relevant issues.

## COMMITTEE MEMBERS

- Attend and participate in committee meetings, conference calls, and related committee events;
- Elect a member to serve as chairperson and elect a member to take meeting minutes;
- Be familiar with The CUPE Saskatchewan Constitution and the goals and objectives of the committee outlined therein;

- Referencing the mandate of the committee outlined in The CUPE Saskatchewan Constitution and the resolutions referred to the committee, develop and complete a work plan for the year.

## EXECUTIVE BOARD LIAISON

- Report on committee activities to the Executive Board;
- Communicate directives from the Executive Board to the committee;
- Provide advice and/or recommendations to the committee;
- Submit all requests to the attention of the Executive Assistant for consideration by the Table Officers and Executive Board. These requests shall be in writing.
- Attend committee meetings. The Liaison shall be given voice, but no vote;
- Be familiar with *The CUPE Saskatchewan Constitution* and the goals and objectives of the committee outlined therein.

## STAFF ADVISOR

- Attend committee meetings. The Advisor shall be given voice, but no vote;
- Provide advice, when requested, to the committee;
- Assist the committee chairperson, when requested, in planning meetings and bringing resources to the meetings;
- Share information and expertise;
- Be familiar with *The CUPE Saskatchewan Constitution* and the goals and objectives of the committee outlined therein.

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# COMMITTEE ONLINE COMMUNICATIONS POLICY

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Policy adopted by the Executive Board of the Saskatchewan Division of the Canadian Union of Public Employees on the fifth day of June, 2015.

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## OBJECTIVE:

CUPE Saskatchewan is committed to maintaining a professional online presence and image to engage union members and the public through its official website, email newsletter, and social media platforms/accounts including Facebook and Twitter.

## PROCEDURE:

The content of online communications bearing the name and/or logo of CUPE Saskatchewan, or communications making official association with CUPE Saskatchewan, shall be authorized by the President and administered by the Executive Assistant.

## STANDING COMMITTEES AND/OR AD-HOC COMMITTEES SHALL ADHERE TO THE FOLLOWING GUIDELINES:

1. Standing Committees or Ad-Hoc Committees of CUPE Saskatchewan shall have all communications on behalf of the committee issued by and through the CUPE Saskatchewan Office.
2. Any suggested committee communications and/or suggested CUPE Saskatchewan online content shall be made to the attention of the Executive Assistant for consideration by the Table Officers and will be subject to approval on a case-by-case basis.

Committee Chairs may send suggestions such as: ideas for posts and articles on the website and social media accounts of CUPE Saskatchewan, the creation of a Facebook event, and/or promotion of a third-party event, website or campaign consistent with the values and objectives of CUPE Saskatchewan.

Committee members are encouraged to further the outreach and engagement of CUPE Saskatchewan through online tools available.

## FACEBOOK

Official page: [www.facebook.com/cupesask](http://www.facebook.com/cupesask)

## SUGGESTION:

Members may share and like CUPE Saskatchewan posts using their personal accounts.

## TWITTER

Official account: [www.twitter.com/cupesask](http://www.twitter.com/cupesask)  
Username/handle: @CUPEsask

## SUGGESTION:

Members may retweet CUPE Saskatchewan tweets using their personal accounts.

## EMAIL

Sign up for regular e-mail updates from CUPE Saskatchewan at: [www.publicservicevoter.ca](http://www.publicservicevoter.ca)

## SUGGESTION:

Members may share and like emails using their personal social media or email accounts.

**CUPE Saskatchewan Division**  
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