



STANDING COMMITTEES

a guide for members



This guide has been developed to give you a general overview of the Federation of Post-Secondary Educators of BC and how standing committees work. See our Policy and Procedures Manual for additional details and information.
Updated September 2018.

Congrats!

Congratulations on being appointed or elected to one of FPSE's standing committees. You probably have questions.

In a nutshell

Our standing committees advise Presidents' Council, FPSE's decision-making body between annual general meetings (AGMs).

As your local's representative on a committee, you'll share issues and information from your local's perspective, and discuss further solutions and initiatives. Your committee chair will report on the committee's work at Presidents' Council and at our AGM.

Participation on a standing committee gives your local a voice on key issues



Who we are

FPSE is a federation of faculty associations formed in 1970 to give post-secondary educators a provincial voice. We provide services and supports to our member locals, and enable the strategic focusing of resources on common issues. With 19 member locals, we represent about 10,000 faculty and staff at universities, colleges, and public and private institutions across BC.

Locals

Our locals are certified trade unions under the *Labour Relations Code*. Each local has a collective agreement with its employer, and is responsible for setting its own dues and running its own affairs. Each FPSE member local maintains its autonomy.

Locals have direct input in setting priorities, allocating resources, and drafting policy each year at our annual general meeting where delegates vote on resolutions to guide and direct our work.

**We are 10,000
BC faculty and staff**

The AGM allows locals to discuss challenges facing our post-secondary education system and explore how our collective response can make a real difference in the working lives of our members.

Executive

Members elect our executive at our AGM. The executive is led by our president, secretary-treasurer, first and second vice-presidents, and two members-at-large.

Presidents

Local presidents are elected by member locals. Presidents sit on Presidents' Council (PC), our decision-making body between AGMs. PC meets bi-monthly (September, November, January, March, and May) or more frequently if necessary.

Staff

Our president and secretary-treasurer work with staff at our provincial office to support member locals and enact initiatives voted on at PC and AGM. Staff representatives provide labour relations support, and organizing, education, policy, and communication services to locals.

Support staff ensure the smooth operation of business.



Locals

Local 1	Capilano University Faculty Association	CFA
Local 2	Thompson Rivers University Faculty Association.....	TRUFA
Local 3	Faculty Association of the College of New Caledonia	FACNC
Local 4	Douglas College Faculty Association	DCFA
Local 5	Kwantlen Faculty Association.....	KFA
Local 6	College of the Rockies Faculty Association.....	CORFA
Local 7	University of the Fraser Valley Faculty & Staff Association.....	UFVFSA
Local 8	Vancouver Island University Faculty Association.....	VIUFA
Local 9	Okanagan College Faculty Association	OCFA
Local 10	Selkirk College Faculty Association	SCFA
Local 11	Academic Workers' Union	AWU
Local 12	Camosun College Faculty Association	CCFA
Local 14	Langara Faculty Association.....	LFA
Local 15	Vancouver Community College Faculty Association	VCCFA
Local 16	North Island College Faculty Association.....	NICFA
Local 17	TRU Open Learning Faculty Association.....	TRUOLFA
Local 19	Nicola Valley Institute of Technology Employees' Association	NVITEA
Local 21	Education & Training Employees' Association.....	ETEA
Local 22	Emily Carr University Faculty Associaton	ECUFA

What we do

Labour relations

Our staff representatives are skilled advocates with in-depth knowledge of contract administration, the details of negotiated benefit plans, the grievance and arbitration process, and years of experience negotiating local and provincial collective agreements. Our budget includes substantial resources to cover the legal costs of arbitrations as well as additional legal challenges.

Skills and capacity building

We prioritize skill and knowledge building for locals by holding workshops on key issues. We established a Labour Relations and Public Advocacy Certificate program to ensure activists develop knowledge and skills to strengthen a local's capacity to represent its members.

Standing committees are part of our commitment to capacity building. Standing committees report to the Presidents' Council, providing advice, research and recommendations to local presidents. These committees address a number of important issues including pensions, education policy, health and safety, human rights and international solidarity, non-regular faculty, private sector faculty, bargaining coordination, the status of women, equity, contract administration, professional and scholarly development, disability management, and organizing.

We've negotiated with the Canadian Education Exchange Foundation (CEEF) to facilitate exchange leaves from post-secondary faculty. See fpse.ca or ceef.ca for details.

Bargaining support

The importance of collective bargaining can't be overstated. We put considerable resources into supporting bargaining at the local and provincial level. Our staff representatives support negotiating committees to get the best agreement possible. We offer help with legal and contract research, draft language, strategic and tactical advice, team training, and can act as spokesperson at the negotiating table. We also prepare legal briefs and represent locals at the Labour Relations Board (LRB) or in arbitrations. We work closely with our Bargaining Coordination Committee and Presidents' Council to coordinate bargaining.

Defence fund

Our effectiveness is linked to our capacity to support job action. Our defence fund provides support for striking members. The defence fund is also used to support coordinated bargaining efforts in a bargaining year, covering some direct costs of having locals participate in the bargaining process. The defence fund has also been used to offset costs associated with court actions or for public campaigns.

Public policy and lobbying

We understand how public perceptions and government action affect institutions, and our members. That's why we monitor public policy issues and choices made by governments. We maintain an active presence on a number of fronts to ensure our voice is heard in the development of public post-secondary education policy. Every year, presidents meet in Victoria to ensure face-to-face time with MLAs. We undertake research polls to gauge public support for our issues. We work with community allies to ensure our views have broad support in the community. We issue policy papers and submit reports to governments, detailing specific changes we believe would strengthen access and affordability across our system. Part of our public policy work requires direct participation in government advisory processes.

Connect to labour

Our strength comes from our work with the labour movement. Through our affiliation to the National Union of the Canadian Association of University Teachers (NUCAUT), we participate directly in the Canadian Labour Congress (CLC) Canadian Council. The CLC represents 3.3 million workers in Canada; our affiliation allows our locals to participate in local labour councils and build strong links in our communities. FPSE is also affiliated with the BC Federation of Labour (BCFED), representing 500,000 members in BC; our president is one of sixteen BCFED officers. FPSE is also affiliated

with the Canadian Association of University Teachers (CAUT), allowing us to access CAUT's national database on salaries, benefits and contract language in post-secondary collective agreements of 70,000 CAUT members at 123 universities and colleges. CAUT links FPSE to Education International, a global collective of educators working to improve access and affordability globally.

College pension plan

In the late 1990s, we achieved joint trusteeship in the College Pension Plan, giving plan members an equal voice in the management and oversight of our pension plan. Through joint trusteeship, we can appoint trustees. As a plan partner, we advise trustees on priorities that need to be addressed in the operation of the plan. We can also negotiate funding improvements through our work with plan partners.

We actively support the work of the Association of British Columbia College Pension Plan Retirees (ABCCPPR).



Your role

Committee member (local rep)

Your job is to represent your local on the committee, and share information and experience from your local in discussions.

You'll provide advice, information, research and recommendations to Presidents' Council (via the chair and executive liaison).

Tips

Come prepared. Consult your local executive, president, and members on key issues identified in committee agendas BEFORE coming to meetings

Support your local's position at meetings.

Participate in committee decision-making.

Join ad hoc and sub-committees.

Follow the chair's direction when meetings are in session.

Act on direction from Presidents' Council.

Report back to your local executive and president on all issues debated and decided at committee meetings.

Chair

You'll ensure meetings are conducted fairly and respectfully. You represent the committee at Presidents' Council (if needed) and at AGM.

Tips

Develop meeting agendas with input from local representatives, the executive liaison, and the staff representative assigned.

Assist committee decision-making through facilitation.

Remind local representatives that they represent their local and should act and vote in accordance with their local's positions and direction.

Orient new committee members.

Make inquiries when a local doesn't appoint a representative to your committee.

Ensure meetings follow FPSE's constitution and by-laws.

Submit an annual committee report to Presidents' Council in spring.

Attend the AGM and report on behalf of the committee.





Executive liaison

You're the conduit between your committee and Presidents' Council. You represent Presidents' Council at the committee.

Tips

Inform the committee of FPSE developments or initiatives relating to the committee's responsibilities in each executive liaison report.

Advise your committee if their work is duplicating or contravening FPSE policy.

Inform the executive and Presidents' Council of committee advice and recommendations, and of problems the committee has encountered.

Report and speak for the committee at Presidents' Council (unless the chair is present).

Provide input on the committee agenda.

Take minutes in the absence of FPSE staff.

Assume the chair in the absence of the committee chair.

Local president

Ensure your local is represented on each committee. Ensure local representatives are informed of your local's position before meetings. Consider procedures to ensure representatives understand the local's position on committee agenda items. Some locals invite their committee reps to attend executive (or board or council) meetings.

FPSE staff representative

Your assigned staff rep will support and advise your committee and chair.

Tasks

Give input on meeting agendas.

Take minutes, highlighting motions to Presidents' Council for review.

Support sub-committees.

Arrange guest speakers and workshops.

Ensure staff and executive officers are updated on the committee's needs and activities.

Assist the chair, executive liaison, and committee members as required.

Summarize resolutions and actions, and forward to committee members in a timely manner.

FPSE support staff

Support staff assigned to your committee will handle meeting logistics.

Tasks

Update contact lists.

Book hotel and meeting rooms, order catering.

Help with travel arrangements if required.

Organize and distribute meeting material.

Assist the chair, executive liaison, staff representatives, and members as required.

Questions (and answers)

When will my committee meet?

Standing committees typically meet twice a year. Meeting schedules are posted at fpse.ca/committees and updated as needed.

Where will we meet?

Meetings will take place in Vancouver at our provincial office or, if the office is unavailable, at a hotel. We will let you know the meeting location ahead of time.

How do I get there?

Accommodation and travel will be covered for members traveling from out of town. We'll send details to you ahead of the meeting. Read our policy and procedures manual for specific information about our travel policy: fpse.ca/about/governance/policies-procedures.

What about meals?

Lunch or dinner is provided at most meetings; the cost of breakfast and other meals may be claimed through our expense form, provided at the meeting. The expense form is also available at fpse.ca/committees.

How much time will it take?

Committee meetings usually take place over two days. They typically start on a Friday night and resume Saturday morning.

Can I get release time?

Check your collective agreement to see if your employer will cover release time to travel to and attend union business. Or, check with your local president to see if the union will cover substitution costs.

Resources



Committees

Bargaining Coordination Committee	BCC
Contract Administration Review Committee	CARC
Decolonization, Reconciliation & Indigenization Committee	DRISC
Disability Management & Rehabilitation Committee.....	DMRC
Education Policy Committee.....	EPC
Human Rights & International Solidarity Committee	HRISC
Non-Regular Faculty Committee.....	NRFC
Pension Advisory Committee.....	PAC
Private Sector Policy Committee.....	PSPC
Professional & Scholarly Development Committee.....	PSDC
Status of Women Committee.....	SWC
Workplace Health, Safety & Environment Committee.....	WHSEC

See fpse.ca/committees for committee details.

Choosing a chair

Selection

Chairs are elected for one or two year terms, based on the committee's terms of reference.

Elections take place at the last committee meeting held before the AGM, except in the case of the Non-Regular Faculty Committee, which elects a chair at their fall meeting.

Committees should nominate a chair who has served on the committee for at least one term.

Function

Chairs ensure committee meetings are run efficiently and effectively. The chair should remain neutral as much as possible, but is also a local representative, and should express their local's point of view.

Chairs ensure meetings follow FPSE's bylaws and that the committee acts within its role as an advisory body to Presidents' Council. Chairs can observe and speak at Presidents' Council meetings, but cannot vote.

A duly elected chairperson can complete their term, even if they cease to be a designated local representative.

Tasks

Give direction to assigned FPSE staff on committee operations and meeting preparations.

Set meeting agendas, in consultation with committee members, the executive liaison, and their assigned staff representative.

Open and close meetings.

Ensure there is a speaker for each agenda item.

Keep discussion focused on the agenda.

Keep the meeting respectful.

Welcome and orient new members.

Run meetings democratically.

Vote as a local representative.

Ensure members understand meeting procedures and their duty to represent their local's views.

Ensure resolutions and actions follow FPSE bylaws and are consistent with the committee's advisory role.

Ensure decisions are understood by all and responsibility for carrying them out is assigned.

Ensure committee decisions and initiatives are implemented.

Find out why locals may not have appointed a representative to your committee, or why the representative fails to attend.

Call for volunteers for ad-hoc or sub-committees.

Terms to know

MAIN MOTION

- Goal To get the meeting to take some kind of action.
- Rule Needs to be moved and seconded. Debatable. No vote required if all agree and if confirmed by the chair. If agreement not achieved, majority vote required. All other motions apply to it.

TO AMEND

- Goal To make some change to the main motion without changing its intent.
- Rule Needs to be moved and seconded. Debatable. Majority vote required. Amend, reconsider, close debate motions apply.

TO REFER

- Goal To refer the main motion to another body for consideration.
- Rule Needs to be moved and seconded. Debatable as to advisability of referring, and as to instructions. Majority vote required. Amend, reconsider, close debate motions apply.

TO CALL THE QUESTION

- Goal To close debate on the motion under discussion.
- Rule Chair must first recognize mover. Needs to be seconded. Not debatable. Two-third vote required.

TO TABLE

- Goal To postpone consideration of a motion, usually to a stated time.
- Rule Needs to be moved and seconded. Not debatable. Majority vote required.

TO WITHDRAW

- Goal To withdraw any motion under consideration.
- Rule Not debatable. No vote required unless there is objection to withdrawal.

APPEAL / CHALLENGE

- Goal To appeal a decision of the chair.
- Rule Must be seconded. Not debatable. Mover states reason for appeal, then chair states reason for decision. Majority vote required.

POINT OF ORDER

- Goal To correct an error in the conduct of the meeting.
- Rule Not debatable. Point is decided by the chair, subject to appeal.

POINT OF PRIVILEGE

Goal To propose a motion or raise an issue on a matter that may affect the honour, dignity, or safety of the meeting or of individuals.

Rule Not debatable. Point is decided by the Chair, subject to appeal. If a motion results, it is debatable. All other motions apply to it. Majority vote required.

COMMITTEE OF THE WHOLE

Goal To allow informal discussion with straw votes that can lead to consensus.

Rule Motion to go into committee of the whole, needs to be seconded, discussion of options without normal restrictions of debate, motions, amendments, points of order, etc. Motion to come out of committee of the whole, chair reports to meeting. Action is formally moved, seconded, debated, agreed.

TO ADJOURN

Goal To adjourn the meeting.

Rule Needs to be moved and seconded. Debatable. Majority vote required. Not normally made until all business has been completed, except in cases of urgency.

Post-Vote

TO RECONSIDER

Goal To reconsider the vote on the main motion.

Rule Needs to be moved and seconded. Debatable. Mover must have voted with prevailing side. Majority vote required. Table, close debate motions apply. If motion succeeds, original motion comes back, is re-debated and voted on again.

TO RESCIND

Goal To annul a main motion.

Rule Needs to be moved and seconded. Debatable. Two-thirds vote required. Rarely used, and not in order if a motion to reconsider would have the same effect.

Guidelines

One person speaking at a time

Allow everyone to contribute

Respect each other's views

Be aware of triggers (self and others)

Ask questions to clarify

Willingness to push boundaries
and go outside comfort zones

Be mindful of confidentiality

The right to “pass” on commenting

Contribute by sharing ideas
and asking questions

Acknowledge all types of diversity
and experiences

Structure



Learn labour

Certificate program

Our Labour Relations and Public Policy Advocacy Certificate (LRPPA) provides comprehensive labour relations and advocacy skills development. The program draws on the expertise and skills of union activists in a collegial, interactive style to build your capacity to speak out for faculty. The certificate requires three core courses and three electives.

Core courses

1. Steward Training, Basic
2. Collective Bargaining, Basic
3. Job Action, Basic

All courses

Steward training

Two levels: basic and advanced. Provides practical advice on the role of a steward – leader, educator, communicator and representative – and in the investigation, preparation and representation of grievances.

Effective meetings

Plan and conduct effective, efficient executive, committee and membership meetings. Topics include meetings as an organizing tool, planning the meeting, the agenda, getting people to attend, and the role of the chair.

Disability management

Gives faculty representatives, activists and committee members the latest information on disability management issues and trends.

Working with the media

Media relations form a critical part of local communications work. This course will help locals work effectively with media on issues in your community.

Effective political action

Learn the basic steps of a political campaign – influence an election, secure bargaining objectives, or challenge an institution's policy or initiative. Learn the basic elements in developing any campaign and how those strategies and tactics can be used to achieve better outcomes at a local level.

Effective union executive

Designed to help local executive members develop effective decision-making procedures that build member involvement at a local level. Topics include goal setting, legal authority, fiduciary duty, and conflict of interest.

Layoffs

A review of legal rights and strategies to defend against layoffs and cope with those you could not stop. Topics include strategies and alternatives to layoffs; layoff by seniority; layoff notices; bumping rights; severance pay; recall rights; employee counseling; and more.

Governance

A guide to faculty representatives who serve on institutional boards, education councils and senates. Review important duties and responsibilities and encourage new members to participate in these functions.

Collective bargaining

Offered at two levels: basic and advanced.
A review of the bargaining process and strategies for success at the bargaining table.

Collegial authority

Reviews emerging issues faced by department heads or departmental committee members. The course explores how faculty can exercise their “collegial authority” with due care and balance their responsibilities in ways that avoid conflict.

Job action

Offered at two levels: basic and advanced.
Reviews legal and strategic issues when preparing for job action.

Leadership

Effective local leadership plays a critical role in member advocacy. This course reviews leadership elements necessary to advocate effectively for your membership.

Member-to-member conflict

Workplace tensions can lead to serious labour relations problems. Learn how to deal with conflicts and increase understanding and effective communication between members.

Advocacy

Our skills as advocates can make an enormous difference in the outcomes we secure for members. This course focuses on skill building to ensure better local advocacy.

How do I sign up?

Access our education program in one of the following ways:

Locals

We provide on-site workshops upon request. Our most popular workshops are Steward Training, Collective Bargaining, and Effective Union Executives. Ask your local executive about scheduling a workshop.

Committees

We offer workshops and development events for our standing committees. If you’re on a committee, ask your chair about scheduling a workshop.

Spring conference

Workshops and educational opportunities are offered at our spring conference. The conference (in non-bargaining years) focuses on developing the skills and knowledge of our membership and activists. Ask your local executive about attending.

At our AGM

A range of workshops are offered to AGM delegates. Topics include trends in post-secondary education, human rights, workplace safety, violence in the workplace, and government policy.

At our office

Sometimes, we hold Saturday workshops. Watch for notices for any upcoming events. Register, space is limited.



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