

**Public Service Pension Plan Advisory Committee  
TERMS OF REFERENCE**

**1. Aims and Objectives – Role of Committee**

- (a) To ensure there are communications between the PSPPAC and the trustees of the PSPP.
- (b) To recommend 2 member Trustees for appointment by the plan partner in the Board of Trustees of PSPP as per the Joint Trust Agreement.
- (c) To ensure there are communications between the PSPPAC and the Member plan partner (BCGEU).
- (d) To act as an Advisory Committee to the PSPP Board of Trustees.

**2. Membership Eligibility**

Any Union or association, other than the BCGEU, that represents plan members may become a member of the PSPPAC. A member Union or Association must maintain eligibility by paying all fees and levies as determined by the PSPPAC.

**3. PSPPAC Membership Application**

Unions seeking to join the PSPPAC must apply to the Executive of the PSPPAC, who will confirm eligibility as per above criteria.

**4. Delegates**

Delegates to the PSPPAC shall be representative(s) of Unions or Associations accepted as members of the PSPPAC.

A Union and delegate list will be maintained. All member Unions/Associations will be responsible for ensuring contact and delegate information is current. All Unions and delegates shall be kept informed of the activities of the PSPPAC by having the minutes circulated to them. Minutes shall be circulated at least fourteen (14) days prior to the next meeting.

At each meeting, the Secretary-Treasurer will circulate a delegate and guest credential Sheet requesting the name, address, Union represented and their status (delegate or guest).

Each member Union/organization shall submit to the Executive by September 15 of each year the names of the delegates they have selected to represent them at the PSPPAC and the number of contributing members represented by their Union/organization.

## **5. Delegate Entitlement**

Up to 1500 contributing members	1 delegate
1501 -2499 contributing members	2 delegates
2500 or more contributing members	3 delegates

The BCGEU shall have the right to send representatives with voice but no vote to all PSPPAC meetings.

## **6. Executive of the PSPPAC**

There shall be an Executive consisting of the following:

Chairperson

Secretary-Treasurer

Trustees (2) of the Public Sector Pension Plan representing Unions other than BCGEU.

Election of the Chairperson and Secretary-Treasurer shall take place bi-annually at the Annual General Meeting and shall be by secret vote. Notification of the election shall be given at the regular meeting prior to the Annual General Meeting and shall be noted in the minutes of the meeting.

The term of office of the Chairperson and Secretary Treasurer shall be two years. The two Trustees' terms shall be as per the Joint Trust agreement.

Election of the Chairperson shall take place in the even numbered years while the election of the Secretary Treasurer shall take place in the odd numbered years

## **7. Responsibilities of Executive**

The Chairperson and Secretary-Treasurer will represent the PSPPAC at meetings with Government or in discussions with the PSPP Trustees.

The Chairperson and Secretary-Treasurer or alternates specified by the PSPPAC will represent the PSPPAC at other meetings, conferences or conventions as necessary. Reports of these shall be circulated to the PSPPAC delegates and Unions.

The Secretary-Treasurer shall keep all minutes of the PSPPAC meetings.

## **8. Quorum**

Five (5) delegates - At least one (1) must be either the Chairperson or the Secretary – Treasurer.

## **9. Voting**

All regular business of the PSPPAC shall be decided by motion.

A motion will require a majority of the delegates present to approve regular business. (Examples of regular business - approval of minutes, approval of financial statements, etc.)

All voting on policy matters shall be decided by a weighted vote system based upon the principle of one vote per contributing member that each union represents. Each Union shall indicate who has voting rights on policy matters from amongst that Union's delegate(s). All votes on policy matters shall require a majority of votes cast to approve a motion.

Urgent or time-sensitive issues may (at the option of the Executive) be dealt with via electronic means (email or computer conferencing) or via telecommunications (conference calls, etc.)

## **10. Trustee(s)**

The PSPPAC shall appoint Trustees as required by the Trust agreement from time to time by way of an election.

Election of the Trustees shall be by a plurality of the votes cast by the PSPPAC delegates during the balloting process. The election shall be by secret ballot.

Trustees shall have voice but no vote at all meetings of the PSPPAC.

The nomination process is as per the Joint Trust Agreement. In addition, to be eligible for nomination by the PSPPAC, candidates must be an active member of a pension plan, be a member or representative of a PSPPAC member Union or Association and have the endorsement of their Union or Association in writing.

## **11. Resolutions**

All submitted resolutions must be circulated to the members and delegates 30 days prior to the meeting at which the resolution(s) will be considered by the PSPPAC.

## **12. Meetings**

There shall be at least two meetings of the PSPPAC each year. Thirty days notification regarding time and location shall normally be given.

The Annual General Meeting shall be held as determined by the Executive, no later than 15 months from the previous AGM.

The Executive may call Special Meeting(s) as necessary, with reasonable notification of time and location. Urgent or time-sensitive issues may (at the option of the Executive) be dealt with via electronic means (email or computer conferencing) or via telecommunications (conference calls, etc.).

Guests may attend the PSPPAC if they are members or representatives of affiliated Unions or Associations. Other guests may attend at the invitation of the PSPPAC Executive. Guests will have voice but no vote. Guests may be excluded from any in camera or sensitive discussions at the discretion of the PSPPAC.

### **13. Executive Meetings**

Executive meetings shall be at the call of the Chairperson with reasonable notification regarding time and location.

### **14. Per Capita**

Upon joining the PSPPAC, each Union shall pay a one time per capita of ten cents per member. Thereafter member Union shall contribute ten cents per capita at the request of the Executive to cover any PSPPAC expenses.

### **15. Financial Statement**

The Secretary-Treasurer will issue a financial statement showing all income, expense and participating Unions at the Annual General Meeting. Included in this statement will be the per capita fee(s) collected and the Union that paid.

### **16. Rules of Order**

The Rules of Order for all meetings shall be Bourinot's Rules of Order.