



**2025 TRIENNIAL CONVENTION  
May 21-23, 2025**

**January 6, 2025**

**To: Local Presidents and Secretaries**

**Re: 2025 NSGEU Triennial Convention Deadlines**

The NSGEU's next Triennial Convention will take place on May 21 to 23, 2025 inclusive. In preparation for the upcoming Convention, you should familiarize yourself with the deadlines applicable to delegate entitlement, elections, submission of resolutions, and so forth. You might want to keep this letter handy to assist you in scheduling Local meetings to deal with the various Convention matters.

## **LOCALS**

### **Determination of Local Delegate Entitlement –Tuesday, January 21, 2025**

Local delegate entitlement to Convention is based on the number of **signed** members in the Local as of 120 calendar days preceding Convention. **January 21, 2025** will be the cut-off date for determining the number of delegates each Local is entitled to send to Convention. The Locals delegate entitlement, delegate application forms, resolution and constitutional amendment forms will be made available to the Local Presidents within two weeks of this date. Copies of the entitlement and Convention deadline information will be sent to the Local Secretaries.

### **Election of Delegates & Alternates – Wednesday, March 12, 2025**

The election of Convention delegates and their alternates must take place at a special or regular meeting of the Local at least **70 days prior** to Convention. **Wednesday, March 12, 2025** is the deadline for Locals to complete these elections. **Locals who do not hold their elections prior to this date will not be eligible to send delegates to Convention.** The NSGEU Constitution & By-Laws does **not** permit or provide exceptions to this article. Dates of local meetings to elect delegates should be reported to [bookings@nsgeu.ca](mailto:bookings@nsgeu.ca) or the Resource Centre by **Friday, February 7, 2025**.

### **Local Delegates & Convention Resolutions – Friday, March 21, 2025**

Local Secretaries are required to submit:

- names of the Local's elected delegates and alternates to Convention; and
- resolutions or constitutional amendments for Convention which are approved at a Local meeting and certified to this effect by the Local President and Secretary.

The NSGEU's Executive Director must **receive** this information via email to [minutes@nsgeu.ca](mailto:minutes@nsgeu.ca) **no later than Friday, March 21, 2025**

Following their election, each delegate and alternate must submit their completed application form to the NSGEU's Executive Director **no later than Friday, March 28, 2025**. Adjustments to time off can be provided to the Convention Coordinator as needed following submission of their application forms.

#### **Distribution of Convention Resolutions to Locals - Monday, April 21, 2025**

Copies of all resolutions and constitutional amendments received within the 60-day deadline will be forwarded to all Locals at least 30 days prior to Convention.

#### **Distribution of Convention Documents to Delegates - Friday, May 9, 2025**

Copies of the Convention documents will be available for download at least 10 days prior to Convention. All attendees will be assigned user logins to the Convention Portal where they can view and download all convention materials. It would be beneficial for attendees to bring their own device to view documents. In addition, all Resolutions and Constitutional Amendments will be presented on the screen during convention. Those attendees wishing to have a hard copy of materials, must contact the Resource Centre with their request by **Thursday, May 1, 2025**.

#### **Delegate Convention Credentials - Friday, May 9, 2025**

The Local Secretary or Secretary-Treasurer are required to complete the official credential form for each Local delegate and forward these credentials to Union Head Office at least **ten** days in advance of Convention to ensure they are **received** by the Executive Director via email at [convention@nsgeu.ca](mailto:convention@nsgeu.ca) at least **two** days prior to Convention.

Please remember that all forms made available to you should be completed in detail and submitted within the time limits noted above. If you have any questions concerning this communication, please feel free to contact our Convention Coordinator via email at [convention@nsgeu.ca](mailto:convention@nsgeu.ca)

Convention deadlines will be posted on the NSGEU website for your convenience. Please check regularly for updates.

Thank you all for your cooperation in assisting us in preparing for Convention 2025.

In solidarity,



Nicole McKim  
Executive Director  
NM/kc

Enc.  
cc NSGEU Staff