

## CUPE 1767 Elections Process (as per Article VIII of our Constitution)

- President, Vice President and Sec/Tres are to be elected annually at the AGM.
- Trustees are to be elected for 3-year terms, on a rotational basis, at the AGM.
- Regional Directors are to be elected at each region's fall regional meeting.
- Area reps and alternates shall be elected at an area office meeting each year between August 1<sup>st</sup> and the following AGM.

- **Read CUPE Equality Statement**
- **Choose (elect) an elections officer<sup>1</sup>** - someone to carry out the election process
- **Choose (elect) a Recording secretary** – someone who takes notes
- **Sign in sheet** – just print names
- **Elections Officer - Announces election for Regional Director (same process for Area & Alternate Rep)**
  - Call for nominations , 2<sup>nd</sup> and final call (if no nominations received prior to the meeting)
  - Do the nominees stand? (if no nominations received prior to the meeting)
  - Oath of Nomination (CUPE Constitution, 11.6 -- pg35)
  - Nominees Speech (if required)<sup>2</sup>
  - Election (if required)<sup>2</sup>
    - Must be done by secret ballot
    - Elections Officer to count the ballots<sup>3</sup>
    - One scrutineer allowed per candidate (candidates choice)
    - Winner requires majority of the ballots
    - If required ballots are not obtained then the candidate with the lowest vote count is dropped from the ballot and a further vote is completed.
    - Election results do not include the actual ballot count. Only those counting and the scrutineer should know the actual ballot count.
    - All members in attendance for that region may cast a vote. If there is a tie the local elections officer casts the deciding vote.
- **Motion to destroy ballots in 90 days** (if required)<sup>2</sup>
  - should be seconded, then vote with show of hands to support motion.
  - Ballots are then sent to the union office with the motion timelines included as well as notification of who counted, witnessed and who was the elections officer.
- **Oath of Office** (CUPE Constitution, 11.6 -- pg35)

Note – it is important to come prepared for an election and have some slips of paper and pens for voting.

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<sup>1</sup> The elections officer cannot be a candidate. The elections officer (if a member in good standing) does have an initial vote, and in the event of a tie would have a second vote to decide the outcome of the election (Exception: during the AGM the second vote falls to the President). The chief elections officer is the Sec/Tres of the Union.

<sup>2</sup> If only one candidate then they would be acclaimed to the position

<sup>3</sup> Trustees will count if available (overseen by elections officer)

### **Regional Director elections process**

- Change in election process must be done at a pre-election meeting prior to the call (recommend to discuss at the spring regional meeting)
  - Determine how many votes are available (for example):
    - Specific # per office
    - One vote per attendee
    - Weighted scale for each office
  - May choose (or elect) the elections officer
    - Must be someone who is not going to run and/or nominate anyone for the position
    - If electronic balloting is chosen then elections officer will be from the provincial elections committee
  - If no pre-election meeting takes place the status quo takes effect. (see above section on how many votes are available)
- The call to nomination must occur at least 4 weeks prior to the election meeting.
  - Call is sent out by the Regional Director (or regional elections officer if known)
    - To include the position
    - Dates that the nomination period ends as well as the location and time of the election meeting
    - The process that will be used
      - In person
      - Electronic voting
  - Nominations must be done by written communication to the RD or regional elections officer if known.
    - By nomination on paper
    - By email
- The nomination period ends 2 weeks after the call
  - At the conclusion of the nomination period nominators are asked by the elections officer if they will let their name stand for the position
    - Send out the same email and copy all those that have been nominated so they are aware of who was nominated and by whom. (full disclosure)
    - Acceptance or decline of nomination must be done the later of:
      - 48hours after the close of nomination
      - 24hours after the 'do you wish to stand' email
    - Once final candidates have been determined the elections officer ensures an email is sent out to all members whose emails are known stating who is running for the position of RD and who was their nominator. You must cc in the union office and the chair of the elections committee.
    - If only one member is running they will be acclaimed to the position at the elections meeting.
    - If no members are running the nomination period is extended until the elections meeting.
- The actual vote must follow the elections process above.
  - The current RD is the chair of the Regional meeting but hands off control to the elections officer during the election process

### **Electronic Voting procedure**

- During the nomination process the current RD must get approval from members to use their email for the election process
- After the nomination process is complete and the names of the members running for the position are known, the electronic vote is set up with a date, time, and time allotted for the vote. Emails for the members who plan to attend as well as the candidates are added to the voting platform. Candidates may elect one scrutineer to oversee the vote.
  - Scrutineer will be able to access the electronic voting platform but will not be able to make changes
  - Elections officer is able to create another vote in the event a 2<sup>nd</sup> ballot is required.
  - Both elections officer and Scrutineer(s) will receive email confirmation of who has voted.
  - No numbers are known to the scrutineer(s) or elections officer until the polls are closed.
- The elections officer will oversee the process and announce the winner.

- Electronic votes will automatically be deleted after 90 days but require a motion to destroy the ballots.

**Additional notes**

- It is expected that Members attend the entire regional meeting (either via electronic means or in person depending on the meeting details) in order to cast a vote in elections.
- Union members who are acting managers are not entitled to vote or attend the union meeting. They can however nominate members for the position.
- You cannot campaign via email as this is an abuse of members email.
- You must campaign outside of the work time for obvious reasons.
- Once the successful candidate is known please inform the Sec/Tres immediately if the candidate does not have a delegate spot at the AGM. New RDs should attend the AGM to be sworn in and attend the first executive meeting that takes place immediately at the close of the AGM.
  - Consideration will be Hotel and Travel costs and available hotel rooms
  - Valid reasons from the newly elected RD for not attending
- The term of office for the RD position takes effect at the conclusion of the AGM.
- Any situations that are not covered above should be directed to the provincial elections committee which consists of the table officers and one other member. The Chair is the President and the Chief elections officer is the Sec/Tres.