

## **2.08 Contractual Unit Directors**

The Contractual Unit Directors shall:

- (a) represent the interests of the members of their Contractual Unit and the global interests of the membership;
- (b) attend all Board of Directors meetings of CSU 52 and assume full duties and responsibilities of a member of the Board;
- (c) arrange and host a Contractual Unit meeting a minimum of two (2) times a year for their respective units.
- (d) lead the Negotiating Committee for their Contractual Unit;
- (e) attest to Constitution Article 9.04 Declaration to Office and adhere to the Position description in the CSU 52 Policy and Procedures Manual.

APPROVED BOB

Drafted March 08 2018  
P&P Subcommittee

Approved: Board of Directors April 10 2018

## **BYLAWS ARTICLE 5. ELECTION PROCEDURE FOR BOARD OF DIRECTORS POSITIONS:**

CSU 52 is governed by a Board of Directors elected from within its membership. The Election Process may be done by electronic ballot, by mail in ballot, or in person ballot. The Board of Directors will determine the election process.

### **5.03 Duties of Election Officers**

#### **a. Returning Officer**

The Returning Officer will be aware of all election legislation and policy. The Returning Officer:

- I. has overall authority on election decisions on Election Day or election period in the event of an electronic vote or mail-in ballot vote;
- II. investigates and rules on all election complaints;
- III. ~~assure~~ ensures Scrutineers are notified of all election problems occurring during the election;
- IV. provides all candidates with CSU 52 Election Policy and Procedures, including advising that candidates:
  - a) are not permitted to campaign on paid Employer time. The employer for the President is CSU 52.
  - b) are not permitted to campaign on Election Day
  - c) will be provided with a copy of the Union's Membership, Shop Stewards and Mailout Representatives lists, including one set of labels and envelopes;
  - d) may distribute campaign literature;
  - e) have access to funding availability;
  - f) have the right to a Scrutineer,
  - g) have the ability to use the CSU 52 logo on campaign materials.
- V. ensures all Notice of Election materials are distributed and posted electronically as soon as possible;
- VI. ensures that all candidates are treated fairly and equally;
- VII. refrains from campaigning for or recommending any candidates during the period of the Election;
- VIII. ensures that Poll Clerks and Scrutineers have received adequate training on election procedures and responds to questions arising from the performance of their duties;
- IX. supervises the count of ballots, election results and any recount;
- X. provides a written report at the Board of Directors Meeting and at the General Meeting immediately following the election;
- XI. is responsible for provision of ~~the~~ ballots and election supplies;
- XII. refers any noncompliance to the Discipline Committee;

#### **b. Assistant Returning Officer**

The Assistant Returning Officer will be aware of all election legislation and policy. The Assistant Returning Officer will:

- I. have a Returning Officer appointed within seven (7) calendar days of the June General Meeting;
- II. assist the Returning Officer;
- III. ensure that all candidates are treated fairly and equally;
- IV. refrain from campaigning for or recommending any candidates during the period of the Election;
- V. appoint Poll Clerk(s);
- VI. ensure the Notice of Election is posted electronically and distributed to all shop stewards and mailout representatives within three (3) business days of the meeting at which nominations were made;
- VII. oversee the preparation of the voting process, as previously determined by the Board of Directors;
- VIII. review the voter eligibility list ensuring that all members not in good standing are crossed off.

c. Union Scrutineers

Union Scrutineers ensure fair election practices, and:

- I. shall not dispute election procedural discrepancies with the Poll Clerks or voters. Any alleged violation of the election procedures shall be:
  - i. communicated immediately to the Returning Officer for response/action; and/or
  - ii. reported upon arrival at the count room, and provided to the Returning Officer, in writing, prior to the commencement of the count.
- II. oversee the counting of ballots;
- III. ensure that all candidates are treated fairly and equally;
- IV. will refrain from campaigning for or recommending any candidates during the period of the Election;
- V. are required to attend a recount.

d. Poll Clerks

Poll Clerks ensure the accurate casting and counting of ballots.

- i. Poll Clerk(s) ensure voter eligibility. Only dues-paying member of CSU 52 who are listed the Voters List are eligible to vote. Members are required to show their Membership Card or employee picture ID or other pictured ID to vote.
- ii. Replacement ballots shall only be issued to a voter, should a ballot be spoiled, upon return of the spoiled ballot to the Poll Clerk.
- iii. Any voter whose name does not appear on the Voter List shall have their ballot deemed a challenged ballot.
- iv. Poll Clerk(s) are responsible for the counting and verification of the ballots.
- v. Poll Clerk(s) may include Active and/or ex-Active Member(s) of the Union.

- vi. The Returning Officer, Assistant Returning Officer, Scrutineers, Election Candidates, Campaign Managers and Board Members are not eligible to be Poll Clerks.

#### **5.04 Election Preparation**

a. Ballots

Ballots indicate the position(s) to be filled, and a listing of the candidates' names in alphabetical order, according to candidates' surnames. The ballot shall provide a space for the voter to mark an "X" or other acceptable form of approval beside each candidate's name.

b. Campaign Funding

- i. Any reimbursement for campaign expenses must have receipts submitted to the Union Office.
- ii. A limit for reimbursement will be set by the Membership, upon recommendation by the Treasurer, at the meeting at which nominations take place.
- iii. All printed election campaign material, whether for an incumbent or one who is seeking election for the first time, shall use an outside printing service. Under no circumstance will printing be undertaken by the Union Office staff or at the Union Office.

c. Notice of Election

The bulletin shall:

- i. list the position(s) to be filled and the candidates nominated for the position(s), in alphabetical order according to surname;
- ii. identify the election date;
- iii. identify the location, dates and times of the Advance Poll(s);
- iv. indicate that all Active Members in good standing who are on the Voter Eligibility List will be allowed one vote for each position that is open for election, with the exception that only members of the specific Contractual Units may vote for their respective Contractual Unit Director.

#### **5.05 Counting Procedure**

- (a) Following the closing of all polls the Returning Officer will oversee the count of the ballots, in the presence of the Poll Clerk(s) and Union Scrutineers, and any other Scrutineers wishing to be present.
- (b) The candidate receiving the majority of votes shall be declared elected.
- (c) The Returning Officer shall ensure all ballots cast are retained in a secured location for thirty (30) days after the Election, after which time all ballots will be destroyed, or eliminated in the event of an electronic vote.
- (d) Poll Clerks, Scrutineers and other election personnel are required to stay for the duration of the ballot count and the compilation of results.

#### **5.06 Announcement of Results**

- (a) The results of the election will be made public immediately after the ballot count by electronic means and will be announced at the December General Meeting.
- (b) The newly elected Directors of the Board will be sworn in prior to assuming their duties of office, and such swearing in will be affirmed in the presence of the General Members.
- (c) Duties of office are effective on January 1st.

#### **5.07 Recount**

- a. A request for a recount, which must be made in writing, may be made by the Returning Officer, Candidate or Candidate Scrutineer, and must be made within seven (7) days from the Election Day count.
- b. Such recount is to be conducted by the Returning Officer, the Assistant Returning Officer and the two (2) Union Scrutineers. The Candidate Scrutineer(s) may be present if requested by the Candidate(s). Results of a recount will be made public immediately after the ballot count by electronic means.

#### **5.08 Tie Vote**

- a. In the event of a tie, which would affect the election results, a secondary election will be held. The ballots shall contain the names of the candidates who were tied. The secondary election shall conform to the aforementioned procedures.

#### **5.09 Remuneration for the Election**

The Treasurer shall bring forward for approval, allowable election expenses, campaign funding and honorariums at the October General Meeting.

## **Bylaws**

On behalf of the Board of Directors I move to Amend **Article 6. HONORARIUMS AND EXPENSES** to reflect that honorariums for members and expense reimbursement standard amounts shall both be voted upon for approval at the October General Meeting.

*The intent of this motion is to amend the time at which these financial items are voted upon/approved by the membership. At present these are both voted on at the January General meeting and the amendment will have them voted upon at the October General meeting. It is logical to have these financial pieces approved prior to the creation of the budget (which is presented for approval in January) as they form part of the budget.*

### **Proposed Articles**

#### **BYLAWS ARTICLE 6. HONORARIUMS AND EXPENSES**

##### **6.01**

Honorariums for members shall be voted upon at the General Meeting in October and shall be for the twelve (12) month period commencing the following January.

##### **6.02**

Expense reimbursement standard amounts shall be determined by the Board of Directors and presented at the General Meeting in October and shall be for the twelve (12) month period commencing the following January. The approved expense amounts shall be included in the CSU 52 Policy & Procedure Manual. However, nothing in this article is to prevent specific expense reimbursements being voted upon at any General Meeting.

##### **6.03**

Remains as written

### **Existing Articles**

#### **BYLAWS ARTICLE 6. HONORARIUMS AND EXPENSES**

##### **6.01**

Honorariums for members shall be voted upon at the Annual General Meeting in January and shall be for the twelve (12) month period commencing the following month of January.

##### **6.02**

Expense reimbursement standard amounts shall be determined by the Board of Directors and presented at the Annual General Meeting in January and shall be for the twelve (12) month period commencing the following month of January. The approved expense amounts shall be included in the CSU 52 Policy & Procedure Manual. However, nothing in this article is to prevent specific expense reimbursements being voted upon at any General Meeting.