



USW Locals 2010  
& 2010-01



***Ed Com Session on  
the Local Election Rules  
HOW IT WORKS  
February 9<sup>th</sup>, 2015***

*If required, voting will be in April 2015!*





## THE RULES

Where to find the “RULES” about Elections for USW members:

- **USW Local Union Elections Manual** – contains most of the rules you will need to know.
- **USW International Constitution** – is referenced in the elections manual.
- **USW 2010 Bylaws** – clarifies electronic voting for our local.





## WHO RUNS FOR ELECTION?

Elected positions within a local union are:

- **Local union officers** (Executive Committee Members)
- **Local unit officers** (Academic Assistants Unit)
- **Grievance officer** (Chair of the Grievance Committee)
- **Grievance committee members** (Committee Members)

Officers are  
elected for a 3-  
year term

### The Executive Committee is comprised of:

- President
- Vice-President
- Recording Secretary
- Financial Secretary
- Treasurer
- Guide
- Inside Guard
- Outside Guard
- Trustee
- Trustee
- Trustee
- Chairperson – Local 2010-01 Academic Assistants

### The Grievance Committee is comprised of:

- Grievance Officer, Chair
- Grievance Member
- Grievance Member
- Grievance Member
- President, Ex-Officio



## THE PROCESS

The Recording Secretary and Financial Secretary are responsible for sending **nomination and election notices**.

Reasonable time must be given to inform the membership of the nomination meeting. An announcement should be made at the membership meeting preceding the membership meeting where nominations will be taken from the floor.

Other forms of advertising for elections, such as email messages, newsletters, the local website, and social media (FB & Twitter), will be used.

The election of **local union officers, unit officers, the grievance officer, and grievance committee members** takes place at the last local union meeting in April, or on an election day as designated by the membership.

Officers are  
elected for a 3-  
year term

**NOTE:** single eligible nominations received and accepted at the nomination meeting, will be acclaimed; no election need be held for that office.



## THE SCHEDULE

**February 18<sup>th</sup> 2015 Membership meeting** - announcement of elections and the upcoming nomination meeting will be made. 7 days notice must be given before the nomination meeting is held.

**March 11<sup>th</sup> 2015 Membership meeting** – nominations will be taken from the floor.

**March xx, 2015 Notification** – email to the membership re: date/time/offices to be filled for the election

**March xx, 2015 Notification** – mailing to home for each member re: date/time and PIN for on-line election





## THE SCHEDULE

**April xx 2015 Election Day** – voting will be completed electronically – details to be announced. Election day will be during the week of April 13<sup>th</sup>.

**April 21<sup>st</sup> 2015 Membership meeting** – elected officers will be announced.

**May 20<sup>th</sup> 2015 meeting** – the installation of newly elected officers and oaths of office will take place. At this time all Union money, records and property shall be turned over to the new officers.

20 working days prior to the election, the date, time and place of the election is to be **EMAILED** to the last known email address of each member. This notice must specify which offices are to be filled.

Absentee ballots are not required because voting will be electronic.





## THE NOMINATIONS

Members in good standing can nominate individuals for office. If an eligible member has been nominated for an office, they accept, and no other member chooses to run against them, no election is held and the nominated member is deemed to be elected.



No member can hold more than one office:  
*President, Vice President, Recording Secretary, Financial Secretary, Treasurer, Guide, Guard, and Trustee.*

Grievance committee members are not considered “officers”, so a member may hold both positions.



## ELIGIBILITY

One must be a member in good standing for the 24 months preceding the election and in order to run for office the candidate must have attended at least **1/3** of the regular meetings held by the Local in the preceding 24 months.

The following six reasons for missing regular union meetings will not be counted in determining the number of meetings a member must have attended to be eligible to hold office.

**It is up to the member nominated to demonstrate the justification for absences.**

1. Away for union activities
2. Away due to working hours (e.g. Dept'l mtg at lunch time)
3. Away due to service in the armed forces
4. Sickness that confines (Drs note required)
5. Death in the immediate family
6. Jury duty

To be a member in good standing one must not have been convicted of specified crimes listed in article three, section three of the local union election manual and must not be found guilty of participation in racist, terrorist or other groups that advocate violence against the government.

These specifics are also outlined in article three.







# ELIGIBILITY

**ELIGIBLE MEMBERSHIP MEETINGS FOR LOCAL 2010**  
 Last 24 Months (April 2013 to March 2015)

2013	2014	2015
January 2013 – N/A	January 2014	January 2015
February 2013 – N/A	February 2014	February 2015
March 2013 – N/A	March 2014	March 2015
April 2013	April 2014	Elections will be scheduled in April 2015 – therefore the last eligible month is March 2015 *** Number of Eligible Months = 19 *** 1/3 of 19 Months = 6.3 7 (rounded up) ***
May 2013	May 2014 – N/A	
June 2013	July 2014 (for June 2014)	
July 2013 – no meeting	July 2014	
August 2013 – no meeting	August 2014	
September 2013	September 2014	
October 2013	October 2014	
November 2013	November 2014	
December 2013 – no meeting	December 2014 – no meeting	

**Attendance at 7 Membership Meetings in last 24 months is required**



## THE NOMINATIONS

### IMPORTANT:

All Members **MUST ATTEND** the Nominations Meeting to self-nominate or nominate a colleague.

Nominations of any type **CANNOT** be submitted in advance of the Nominations Meeting.

**FOR THOSE MEMBERS WHO CANNOT ATTEND** the Nominations Meeting:

*The Executive will present details regarding this issue, for membership vote, at the February 18<sup>th</sup> Membership Meeting.*





## NOTE:

- If no one who is eligible for election based on meeting attendance runs, then anyone can run.
- This means anyone interested should seek nomination, and after all nominees have been accepted, then the Elections Committee will review everyone's eligibility.
- If a member who is not technically eligible based on meeting attendance, steps forward for election, and no one runs against them, they can be acclaimed.





## WHO CAN VOTE



Members in good standing can vote either by secret ballot or electronic methods.

Recently hired members who have not paid their dues yet based on the pay schedule at the university, are still eligible to vote.

Members who retire from Queen's are not permitted to continue as union officers or vote. Voting is for current dues-paying members.



## CAMPAIGN MATERIALS

The Local Union must assist with all reasonable requests of any candidate to distribute their campaign materials at their OWN expense.

No Union funds or employer funds may be used to support any candidate.

No union logos, letterhead or other designs may be used in candidate's election materials.

All candidates have the right within 30 days prior to the election to *inspect* the membership list.





## CAMPAIGN MATERIALS

### **IMPORTANT:**

No campaign email messages can be sent to [xxx@queensu.ca](mailto:xxx@queensu.ca) addresses.

Discipline by the Employer is applicable.



## The Election Committee



## THE ELECTION COMMITTEE



An election committee of three members **MUST** be elected or appointed by the membership following the end of the nomination meeting (i.e. during the same meeting).

The Elections Committee will elect a chair from the committee.

Officers and candidates for the Local Union, Local Unit, and Grievance committee are not permitted to be on the Elections Committee.



## The Election Committee's duties are as follows:

1. Receive list of nominees from meeting minutes, via recording secretary.
2. Verify all nominees have accepted their nomination.
3. Verify good standing and employment through financial secretary.
4. Verify meeting attendance requirement, if necessary.
5. Contact members missing attendance requirement in contested election to ask for proof of excused absence.
6. Ineligible nominees will be informed in writing of the reason(s) for their failure to meet the requirements.
7. Confirm final list of nominees for each position (office), advertise same to membership.
8. Liaise with Intelivote to manage details of electronic and telephone voting.
9. Be available to members during campaigning and voting periods to answer questions and deal with alleged violations.
10. Receive election results from Intelivote.
11. Announce election results at April membership meeting.
12. Write report to be read and approved at April membership meeting.
13. Sign form with official election results, to be provided to International Office.





## HOW IT WORKS

- Members will be mailed a letter to their home address that advises of the election date and provides instructions and a PIN code to vote through a website
- Also provided by Intelivote, will be a toll-free number in which to call to cast your vote.
- Members will use the PIN code for voting on-line or by phone
- The PIN code ensures that each person only votes once, but are assigned randomly and will not be provided to USW 2010 so it is impossible to tell if any given member voted, or who they may have voted for



## HOW IT WORKS

- The Elections Committee will have access to the electronic voting results, once the vote has closed
- This committee will report the results of the vote at the Membership meeting on April 21, 2015



# Reports, Protests and Appeals

- All protests of ineligible nominees, defeated candidates, or other USW 2010 members regarding the election must be submitted in writing prior to or at the April membership meeting.
- At the April meeting, the Elections Committee report cannot be voted on until all written protests are read and voted on by the membership.
- Results of the April meeting votes are forwarded to International Secretary-Treasurer.
- Decision of membership can be appealed to International Secretary-Treasurer within ten days of Local Union action, for consideration by International Executive Board.
- International Executive Board may affirm, set aside, or modify action of Local Union.
- Action of International Executive Board may be appealed to International Convention (2017) by filing an appeal with International Secretary-Treasurer within thirty days after notice of decision.
- If an election result is invalidated, the pre-election incumbent fills the position until a new election is held.
- Decisions by the local union or international board remain in effect until set aside or modified at the next stage of appeal.

