



USW Local 2010 Winter 2015 Elections

REFERENCE SHEET

How it works!

WHICH POSITIONS (OFFICES) MUST BE ELECTED?

Elected positions within a local union are as follows:

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

The Local Union **Executive Committee** is comprised of the following offices:

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

The **Grievance Committee** is comprised of the following membership:

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

THE SCHEDULE

DATE:	STRUCTURE	DETAILS
February 18, 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, 2015	Membership Meeting	Nominations will be taken from the floor.
March 18, 2015	EMAIL Message	Date and time 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 (min 20 working days prior to the election).
March 25, 2015 - Mailed from Dartmouth, NS by <i>Intelivote</i>	Mailing to Home	Date, time and Personal Identification Number (PIN) for the electronic election is to be MAILED to the last known home address of each member.
April 16, 2015	Electronic Voting	Voting will be completed electronically – details to be mailed by Intelivote in March (see above). Absentee ballots are not required because voting will be electronic.
April 21, 2015	Membership Meeting	Elected officers will be announced to the membership.
May 20, 2015	Membership Meeting	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.

THE PROCESS

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

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.

ELIGIBILITY FOR NOMINATION

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.

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 membership meetings held by the Local in the preceding 24 months (see table below for calculations for Winter 2015 Elections).

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

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)
5. Death in the immediate family
6. Jury duty

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

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.

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.

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 due to 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 from 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.

IMPORTANT:

No campaign email messages can be sent to xxx@queensu.ca addresses.
Discipline by the Employer is applicable.

THE ELECTION COMMITTEE

An election committee of three members may be elected by the membership following the end of the nominations meeting (i.e. during the same meeting).

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:

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

REPORTS, PROTESTS, 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.

