

Article 5 - Election Procedure

Sep 7/99

5.01 Election Dates

- (a) Executive Board Members (except Chief Shop Steward)
 - (i) Nominations will take place at the October General Meeting.
 - (ii) The membership will decide on an election date, which shall not be less than fourteen (14) days or more than twenty-four (24) days from the nominations.
- (b) Union Scrutineers & Assistant Returning Officer

Two (2) Union Scrutineers and an Assistant Returning Officer shall be elected at the September General Meeting to oversee the election of the Executive Board.
- (c) Returning Officer

Shall be recommended by the office of the Chief Electoral Officer of Alberta.
- (d) Committee Members

Nominations and election will take place at the appropriate November Meeting.

5.02 Nominations

Oct 7/08

- (a) Qualifications
 - (i) Any Active Member in good standing may nominate another Active Member in good standing for the Executive Board or Committees.
 - (ii) For nomination to the Executive Board and the Board of Trustees, the nominee must have attended a minimum of four (4) of the last six (6) regularly scheduled General Membership Meetings. The meeting held for nominations and any Special Meetings are excluded for the purpose of determining qualification.
 - (iii) For Unit Representatives, the nominator and the nominee must be a member of the Bargaining Unit in question.
 - (iv) A member accepting a nomination cannot hold the position of Union Scrutineer, Returning Officer or Assistant Returning Officer.
- (b) Duties and Terms of Position

The Presiding Officer will state clearly the number of members to be elected, describe in detail the duties of the position, and term of office for each Executive Board or committee position.
- (c) Call for Nominations

After a nomination has been received, the Presiding Officer shall ask “Are there any further nominations?” and allow adequate time for a nomination to be made. After three (3) such calls, the Presiding Officer shall declare nominations cease. No further nominations will be accepted after this declaration.
- (d) Acceptance of Nomination
 - (i) Upon verification of qualification by the Sergeant-at-Arms, the Presiding Officer will ask each qualified nominee, commencing with the last one named and following the list in reverse, “If elected, are you willing to serve in this capacity?” Any nominee who declines will have their name struck from the list.

- Any nominee who accepts will have their name left on the list of candidates for the position.
- Oct 2/01 (ii) Acceptance of nomination must be done in person, or provided in writing (signed and dated by the nominee) at the appropriate General Meeting.
- (iii) Any member of the Executive Board who accepts nomination for another position on the Executive Board will be deemed to have resigned their former position effective the date the position nominated to is filled. Election to fill both positions will be held concurrently.
- Oct 2/01 (e) Acclamation
When only one (1) candidate comes forward for election to any position, the candidate is said to be elected by acclamation. The Presiding Officer shall ask the Recording Secretary or designate to cast a single ballot for the nominee. The Presiding Officer shall then declare the nominee duly elected.
- Jun 1/04 (f) Presentation
Candidates who are nominated for Executive Board positions shall be given the opportunity to make a presentation at the October Shop Steward meeting. They may hand in a written presentation to be attached to the minutes.
- 5.03 Duties of Election Officers
- (a) Returning Officer
- (i) has overall authority on election decisions on Election Day.
- (ii) assure Scrutineers are notified of all election problems occurring during the election.
- (iii) advise all candidates, in writing, of all election and campaign rules, including their right to:
- inspect the Union's Membership, Shop Stewards and Mailout Representatives lists
 - distribution of campaign literature
 - funding availability
 - have a Scrutineer.
- (iv) advise all candidates that no campaigning is allowed on Union or employer time.
- (v) assure all campaign literature and Notice of Election is circulated or posted as soon as possible.
- (vi) assure that all candidates are treated fairly and equally.
- Feb 1/05
Oct 4/05 (vii) refrain from campaigning or recommending any candidates during the period of the Election.
- (viii) assure that no campaigning is conducted on Election Day.
- (ix) assure that Poll Clerks and Scrutineers have received adequate training on election procedures and assist them in performance of their duties if required.
- (x) supervise the count of ballots, election results and any recount.
- (xi) provide a report in writing at the November Executive Board Meeting and at the December General Meeting.
- (xii) responsible for provision of the ballots and election supplies.
- (xiii) any noncompliance may be referred to the Discipline Committee.

- (b) Assistant Returning Officer
- (i) shall have a Returning Officer appointed within five (5) working days of the September General Meeting.
 - (ii) assist the Returning Officer.
 - (iii) prepare the polling station list.
 - Feb 1/05 (iv) assure that all candidates are treated fairly and equally
 - (v) name one or more Poll Clerk(s) who will be ex-Active Members of the Union.
 - (vi) prepare and send out Notice of Election to all Shop Stewards and Mailout Representatives not less than fourteen (14) days or more than twenty-four (24) days prior to Election Day.
 - (vii) prepare ballots and voters eligibility list, ensure that all members not in good standing are crossed off the list.
 - (viii) ensures out-of-town voting procedures are adhered to as per the Policies & Procedures of C.S.U. 52.
- (c) Union Scrutineers
- (i) ensure all election procedures are adhered to on Election Day, and any noncompliance is reported in writing to the Returning Officer before the count.
 - (ii) oversees the counting in the counting room.
 - Feb 1/05 (iii) assure that all candidates are treated fairly and equally
 - Feb 1/05 (iv) refrain from campaigning or recommending any candidates during the period of the Election.
 - Oct. 2/07 (v) are required to attend a recount
- 5.04 Election Preparation
- (a) Ballots
Ballots indicate the position(s) to be filled, the number to be elected and a listing of the candidates names in alphabetical order. The ballot shall provide a space for the voter to mark an "X" or other acceptable form of approval beside each candidate's name, colour coordinated with appropriate Bargaining Unit Voter Eligibility List.
- (b) Campaign Funding
Any reimbursement for printing of campaign literature must be submitted to the Union office. A limit for reimbursement will be set by the membership, upon recommendation by the Trustees, at the Nomination Meeting.
- (c) Notice of Election
The bulletin shall contain:
- (i) list all candidates for office and number of positions to be filled.
 - (ii) explain election procedures.
 - (iii) indicate that a valid card is required to vote and that new or replacement Union cards will not be issued on Election Day.
 - (iv) identify the valid colour of Union card for each Bargaining Unit.
 - (v) include a polling station list and a notice to Shop Stewards and Mailout Representatives that they are required to post or circulate all election literature promptly.
 - (vi) identify the location and time of the advance poll and the date of the Election.

- (d) Issue of Union Cards
No new or replacement cards will be issued on Election Day. The onus is on the Union member(s) to have a valid card on Election Day. Shop Stewards and Mailouts representatives may be required to give any assistance to members who require a card.
- Oct 2/07 (e) Campaign Posters
(i) Campaign posters and literature shall only be displayed where permitted by the employer.
Jun 1/04
Oct 2/07 (ii) Candidates may use the C.S.U. 52 logo on their campaign literature.
- (f) Voter Eligibility List
A list of eligible voters, by Bargaining Unit, shall be provided by the Union Office prior to the Election. The list shall be printed on the same colour paper as the Union membership cards for each Bargaining Unit.
- May 1/01 (g) Polling Stations List
A list consisting of the number and location(s) of polling booths shall be distributed by the October General Meeting.
- May 1/01 (h) Polling Hours
Oct 2/07 (i) Election Day polls including roving polls must operate between the Election Day polling hours of 7:00 a.m. and 5:30 p.m.
June 1/04 (ii) On Advance Poll Day the poll will operate between 9:00 a.m. and 9:00 p.m.
- 5.05 Polling Place Procedures
- (a) The Poll Clerks will be supplied with lists of eligible voters, a supply of ballot forms, a ballot box and seal, envelopes for challenged ballots, a list of their polling stations and operating times, identification, a ruler, pencils, polling station signs, and other applicable supplies necessary to perform their duties.
- Oct 2/01 (b) All Active Members in good standing with valid C.S.U. 52 membership cards will
Oct 3/06 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 Unit Representative.
- (c) Voters will present their valid Union Membership Card from which the Poll Clerk will ascertain the name of the voter, cross the voter's name off the voters list, and initial and date the back of the voter's membership card. The Poll Clerk will then give the voter a ballot form or forms (in accordance with the instructions provided by the Returning Officer) which has been folded and initialed on the back, by the Poll Clerk. The voter will then complete the ballot and return it to the Poll Clerk, (who will check for the Poll Clerk's initials) and place the ballot immediately into the ballot box in the presence of the voter.
- Feb 1/05 (d) The ballot box shall be sealed in the presence of the first voter, whose name shall be marked as the first voter on the voter's list. The first voter is required to confirm that the ballot box was empty and sealed in their presence.
- Oct 2/01 (e) Voters will vote by the use of the letter "X" or appropriate form, after the name of their choice of candidate. Where there is more than one position up for election, the

Oct 2/01
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- voter may mark the ballot according to the number of candidates required to fill each position.
- (f) Subject to Article 5.05 (b) any voter whose name does not appear on the voters list(s) shall have their ballot deemed a challenged ballot.
 - (i) Such a ballot shall be placed in an envelope and sealed by the Poll Clerk with no markings.
 - (ii) The above envelope is then placed in a second envelope, sealed and marked accordingly; Poll Number - Voter Number being the same as the name added to the bottom of the voters eligibility list. The said envelopes will be given to the Returning Officer for review and decision of validity, with approval of the two (2) Union Scrutineers.
 - (g) Replacement ballots shall only be issued to a voter, should a ballot be spoiled, upon return of the spoiled ballot to the Poll Clerk. Any such spoiled ballots shall be placed in an envelope marked “spoiled ballots” (including reasons) and returned to the Returning Officer at the closing of the polls.
 - (h) Scrutineer(s) shall not dispute election procedural discrepancies with the Poll Clerks or voters. Any alleged violation of the election procedures shall be:
 - (i) phoned in immediately to the Returning Officer(s) for response/action and/or
 - (ii) reported upon arrival at the count room
 All discrepancies are to be followed by a report in writing.
 - (i) The number of ballots issued to each Poll Clerk, and the number of “mail-in ballots” issued to Union Members shall be recorded by the Returning Officer. Any discrepancies must be resolved prior to announcement of election results.
 - (j) Polling stations shall be opened at the scheduled opening time, and shall remain open until the scheduled closing time. Any eligible voters in line at the closing of the poll shall be entitled to vote. Any voter(s) arriving after the scheduled closing time, shall not be permitted to vote.

5.06 Counting Procedure(a) Election Day Count

- (i) Following the closing of polling booth, the Returning Officer(s) will open the ballot box or boxes in the presence of the Poll Clerks the two (2) Union Scrutineers and other Scrutineers wishing to be present. No other persons shall be allowed in the Count Room.
- (ii) The Poll Clerks will tally the results of the ballots.
- (iii) The candidate receiving the majority of votes shall be declared elected. In the case of election for more than one (1) candidate, the candidate receiving the largest number of votes shall hold the higher office in the Union.
- (iv) In the case of ballots for position that have more than one (1) position to be elected, the counting will be on the same basis as in (iv).
- (v) The Returning Officer shall note results of counted ballots, such information to be signed by Poll Clerks and Scrutineers.
- (vi) The Returning Officer shall place all ballots in ballot box following the count, lock same and hold under lock for a period of thirty (30) days following the date of the Election, after which time all ballots are to be destroyed by Returning Officer. If a request for a recount has been made, the ballots shall

be held for an additional thirty (30) days then destroyed.

Jun 1/04 (vii) Poll clerks, scrutineers and other election personnel are required to stay for the duration of the ballot count and the compilation of results.

5.07 Announcement of Results

- (a) The results of the election will be announced at the November General Meeting.
- (b) The newly-elected officers will be sworn in at the December General Meeting.
- (c) Duties of office are effective on December 1st.

5.08 Recount

Oct 2/07

- (a) A request for a recount, which must be made in writing, may be made by the Returning Officer or 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). A report must be announced within seven (7) days of such said request.

5.09 Tie Vote

Feb 1/05

- (a) In the event of a tie which would effect the election results, a secondary election by roving polls will be held. The ballot(s) shall contain the names of the candidates who were tied. The secondary election shall conform to the aforementioned procedures.
- (b) In the event of a tie vote for an election to a Committee at a General Membership meeting, a secondary election will be held for the tie candidates immediately.

5.10 Remuneration for the Election

Feb 3/04

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