

## **6.2.1 Annual General Assembly (AGA)**

6.2.1.1 An Annual General Assembly must be held between **the publication of the Special Senior Executive Election results** ~~March 1st~~ and April 30th of each academic year.

6.2.1.2 The goals of an AGA are, among other things, to present an account of the activities of CUPE 2626 in the past year, to hold elections, to adopt a budget for the coming year, and, when deemed necessary, to give mandates to the various committees of CUPE 2626.

6.2.1.3 The quorum for an Annual General Assembly is two percent (2%) of members in good standing.

6.2.1.4 The agenda for the AGA shall mandatorily include, among other things, the following items:

- a) **report of the Chief Returning Officer on the Special Election Procedure**
- b) **elections**
- c) report of the incumbent President on the activities of the Executive Committee;
- d) report of the second Vice-president (financial report and budget);
- ~~e) elections;~~
- e) report of the Chair of the Bargaining Committee (in periods of bargaining).

## **Article 8: Executive Committee (EC)**

### **8.2 Composition, procedures and rights**

#### **8.2.1 Composition and procedures**

~~8.2.1.1 The EC is made up of the following officers: President, first Vice President, second Vice President, Chief Steward (francophone), Chief Steward (anglophone), Chief Delegate 2626-1, Undergraduate Officer and three (3) Officers without portfolio.~~

**8.2.1.1 The EC is composed of senior and junior executive officers**

**8.2.1.1.1 The Senior Executives consist of the following officers**

- 1) **President**
- 2) **Vice President**
- 3) **Secretary-Treasurer**
- 4) **Chief Steward (francophone)**
- 5) **Chief Steward (anglophone)**

**8.2.1.1.2 The Junior Executives consist of the following officers**

- 1) **Equity Officer**
- 2) **Health and Safety Officer**
- 3) **Recording Secretary**
- 4) **First Officer without Portfolio**
- 5) **Second Officer without Portfolio**

~~8.2.1.2 Those officers are the members of the EC.~~

8.2.1.3 The required quorum for an EC meeting is six members, one of which must be the President or her replacement.

8.2.1.4 Subject to article 11.9, EC meetings shall be presided by the President of Assembly of CUPE 2626.

8.2.1.5 Minutes shall be kept by the Administrative Secretary of CUPE 2626. Once adopted, they shall be filed in the archives of CUPE 2626.

## **Article 12: Elections**

### **12.1 Normal elections**

**12.1.1.1 The election of the Senior EC officers shall occur through secret ballot in a special election prior to the beginning of a new mandate in accordance with the directives specified in Appendix IVa:: Special (Senior Executive) Election Procedure**

~~12.1.1.2~~ The election of **Junior EC members**~~officers~~, of the President of Assembly, and of the members of the BC (in years of bargaining) and the GC as well as that of the members of a potential trial jury shall be held each year at the AGA.

~~12.1.1.3~~ The election of Trustees shall take place at the AGA, ~~every two years~~.

12.1.2 Subject to articles 4.1.5, 4.2.1.5 and 4.2.5.2, as well as to the criteria of the positions specified in article 11, any regular member in good standing of CUPE 2626 shall have the right to run for a vacant position.

12.1.3 Subject to articles 4.1.5, 4.2.5.1 and 4.2.5.2, as well as to the criteria of the position as specified in article 11, any regular member in good standing of CUPE 2626 shall have the right to be nominated for a vacant position.

12.1.4 The elections shall be conducted in accordance with the directives specified in **Appendix IV: Election Procedure and Appendix IVa: Special (Senior Executive) Election Procedure** of the present Bylaws.

#### **12.4 Special (Senior Executive) Election Officer**

**12.4.1 The President of Assembly of CUPE 2626 shall be charged with being the Chief Returning Officer of the Special (Senior Executive) Election.**

**12.4.1.1 If the President of Assembly wishes to contest a Senior Executive Position in the Special Election or does not accept the responsibility of Chief Returning Officer, a new Officer shall be elected by the Stewards' Council.**

**12.4.1.1.1 The Special Election Officer must be a member of CUPE 2626.**

**12.4.2 The tasks of the Referendum Officer are described in Appendix IVa: Special (Senior Executive) Election Procedure.**

#### **14.6 Honoraria for the Chief Returning Officer (CRO) of the Special (Senior Executive) Election**

**14.6.1 The CRO shall receive a minimum honourarium equivalent to one-seventh (1/7) of a full appointment once she has fulfilled the responsibilities related to the Special Election and after the EC has adopted her report.**

### **Appendix IV**

#### **B - Procedure for a NP1**

1 - Any member in good standing who wishes to run for a given position but who cannot attend the AGA shall hand a letter of intention to that effect to the President of Assembly which includes the following information:

- a) her name, her employee number and her signature;
- b) her phone number and her e-mail;
- c) the title of the position she wishes to run for;
- d) her Degree of functionality **in official languages**;
- e) the name, the employee number, and the signature of five (5) members in good standing supporting her nomination (a member may nominate or support the nomination of only one person per position);
- f) a document of one (1) page in length maximum, or two (2) pages if written in both official languages, in which she shall introduce herself and expose her electoral platform.

#### **D - Procedure for holding elections**

1 - The President of Assembly shall explain briefly the election procedure to the AGA.

2 - The positions shall be filled in the following order, **subject to any vacancies already filled by the voting procedures outlined in Appendix IVa:**

President;  
**Vice President;**  
**Secretary-Treasurer;**  
Chief Steward (Francophone);  
Chief Steward (Anglophone);  
**Recording Secretary**  
**Chief Delegate 2626-1;**

~~Undergraduate Officer;~~

**Health and Safety Officer;**

**Equity Officer;**

Officers without portfolio;

President of Assembly;

Chair of the Bargaining Committee, ~~if need be~~ **(in appropriate years)**;

Members of the Bargaining Committee, ~~if need be~~ **(in appropriate years)**; and

Regular Member in Good Standing of CUPE 2626 on the GC

**Trustees.**

3.1 - For each of the positions, the election shall proceed in the following order:

- a) ~~reading~~ **presenting** by the President of Assembly of the description of responsibilities, requirements, and honoraria of the position, ~~using overheads~~
- b) **presenting by the President of Assembly of the nominations submitted during NP1**
- c) opening of the second period of nomination (NP2);
- d) closing of the second period of nomination, after three consecutive calls for nominations without any proposed nomination;
- e) if there ~~are~~ **is** more than one nomination, the President of Assembly shall ask, in the reverse order of which nominations were received, whether the candidates accept their nomination and if they fulfill the requirements of the position, thus eliminating those who refuse their nomination or do not fulfill the requirements of the position;
- f) in the case where only one nomination is proposed and accepted for a position and where the candidate fulfills the requirements of the position she is running for, the candidate shall be elected by acclamation;
- g) if there more than one nomination proposed and accepted for a position, there shall be elections;
- h) all the candidates shall take the oath of election stipulated in the Article 20.2 of the present Bylaws;
- i) **reading of the letters of intention and** presentation by the candidates ~~and reading of the letters of intention~~ (three minutes each);
- j) question period (five minutes);
- k) vote by secret ballot;
- l) divulgation of the results .

3.2 - Members of the GA then proceed to fill the next vacant position.

3.3 – A candidate must obtain a majority of votes cast, i.e. at least 50% plus 1, to be declared elected.

When no candidate obtains a majority, the candidate receiving the fewest votes shall be dropped and a second ballot taken. The process shall continue until one candidate has obtained a majority.

When more than one office is to be filled on one ballot, a candidate must obtain a majority to be declared elected. If run-off elections are required, the Chairperson shall, after each vote, declare which candidates, if any, have been elected, declare which candidate must withdraw as a result of receiving the fewest votes, and state how many positions remain to be filled on the next ballot.

3.4 – When two or more nominees are to be elected to any office by ballot, each member voting shall be required to vote for the full number of candidates to be elected or the member's ballot will be declared spoiled.

4 - A member in attendance who was running for a position but who has not been elected may run for another position.

5 - Once the elections are over, all the elected members must take to the oath of office stipulated in Article 20.1 of the present Bylaws.

## **Appendix IVa: Special (Senior Executive) Election Procedure**

### **A - General Clause**

1 - The present procedure must be respected for the results of a senior executive election to be recognized

#### B - Tasks of the Chief Returning Officer (CRO) of the Special Election

1 - The Chief Returning Officer of the Special Election shall have to:

- i. engage and supervise the Deputy Returning Officers;
- ii. subject to section C.1 of the present appendix, ensure that there is adequate publicity notifying the membership of an upcoming election, including that prominent advertising for the Special Election must appear in official student-run campus media during the balloting period and a minimum of one week prior to the balloting period.
- iii. ensure that the procedure is duly followed and that the election proceeds smoothly;
- iv. ensure that the ballots are secure and compile the results;
- v. subject to section C.1 of the present appendix, ensure that the outcome of the election is well publicized, including the CUPE 2626 website, in official student-run campus media, on union billboards, and in the union newsletter;
- vi. submit a report to AGA; once that report is adopted, it will be filed in the archives of CUPE 2626.

2 - The Chief Returning Officer shall make sure that the Deputy Returning Officers (DRO):

- i) are members of CUPE 2626
- ii) are not currently executive officers
- iii) are not nominated for any Senior Executive position
- iv) take the oath of deputy returning officers;
- v) know the procedure;
- vi) fulfill their mandate;
- vii) vote in her presence

2.1 Exceptionally, the Chief Returning Officer shall engage the Workers' Representative as a Deputy Returning Officer

3.1 - The Chief Returning Officer shall, among other things, prepare the lists, the ballot boxes, and the documentation for the deputy returning officers, as well as the ballots, reserve the tables and ask for permission to use the premises.

3.3 - Only the Chief Returning Officer and the Deputy Chief Returning Officers shall have access to the list of members and the list of additions.

#### C - Budget for the Senior Executives Election

1 - CUPE 2626 shall pay for the expenses incurred by the Chief Returning Officer related the conduct of the Special Election to a maximum determined by the EC in advance.

1.1 - The unspent sums from that budget, if there are any, shall be given back to the Secretary-Treasurer, along with the receipts (mandatory).

#### D – Nominations for Senior Executive Officer candidates

1 - Nominees for Senior Executive Officer candidates must be members

2- The President of Assembly will prepare and make available nomination forms by no later than 21 January

3 - Any member in good standing who wishes to run for a given position shall hand a letter of intention to that effect to the President of Assembly which includes the following information:

- a) her name, her employee number and her signature;
- b) her phone number and her e-mail;
- c) the title of the position she wishes to run for;
- d) her Degree of functionality in official languages;

- e) the name, the employee number, and the signature of five (5) members in good standing supporting her nomination (a member may nominate or support the nomination of only one person per position);
  - f) a document of one (1) page in length maximum, or two (2) pages if written in both official languages, in which she shall introduce herself and expose her electoral platform.
- 4 - Nominations must be submitted to the CUPE 2626 office no later than 3:00 pm local time on the third Monday prior to Reading Week.
- 5 - A written notice with the deadline for nominations and a summary of nomination conditions must be well publicised for at least fourteen (14) days prior to close for nominations, including on the CUPE 2626 website, postings on all CUPE 2626 billboards, postings on University billboards, and prominent advertising in official student-run campus media.
- 6 - The returning officer must verify that the candidate and those nominating her are members and inform the candidate and publish on the website by no later than the Friday following the nomination deadline.

#### E – Timeline for the Senior Executive Election

1. Nominations must be submitted to the CUPE 2626 office no later than 3:00 pm local time on the third Monday prior to Reading Week.
2. The returning officer must verify that the candidate and those nominating her are members and inform the candidate and publish on the website by no later than the third Friday prior to reading week
3. The Returning Officer will prepare and disseminate campaign materials for all candidates no later than the Monday preceding Reading Week
  - 3.1. The Returning Officer must ensure that all candidates for a position are equally advertised in any of her election advertising material (contingent on candidates provide requested material, e.g. photographs)
  - 3.2. The Returning Officer must ensure that all candidates are provided with equal campaigning space on the CUPE 2626 website and must facilitate their access to that space
4. The Chief Returning Officer shall organize forums for candidates for Senior Executive positions to introduce themselves to the membership and discuss issues.
  - 4.1. The Chief Returning Officer, in conjunction with the Chief Stewards, shall call a Special Stewards' Council in the week preceding Reading Week for the purpose of acting as a forum for candidates for Senior Executive positions.
5. Balloting will commence the Monday following reading week
  - 5.1. One polling station will be available at all times during business hours of the balloting period at the CUPE 2626 offices.
  - 5.2. On the final Wednesday and Thursday of the balloting period supplemental polling stations shall be located in the following locations: University Centre and Roger-Guindon Hall.
    - 5.2.1. Supplemental polling stations shall be opening a minimum of regular CUPE 2626 office hours to at least 7:00 pm local time.
  - 5.3. The ballot boxes shall be on the table, in front of the deputy returning officers.
  - 5.4. The ballot boxes shall remain sealed until the end of the balloting period.
6. The Chief Returning Officer is responsible for tallying the ballots, compiling the election results, and announcing the election results
  - 6.1. Candidates for senior executive positions have the right to nominate up to two (2) scrutineers to witness the tallying of the ballots by the Chief Returning Officer
    - 6.1.1. Only the Chief Returning Officer, the Deputy Returning Officer, and the scrutineers may be present during the tallying of the ballots.
  - 6.2. The Chief Returning Officer must publish the results of the elections by no later than the Wednesday following the last day of balloting

6.3. The outcome of the election must be published in the following ways: at the CUPE 2626 Office, on the CUPE 2626 website, in the CUPE 2626 newsletter.

7. The Election of Senior Executives shall be ratified by the membership at the AGA via an omnibus motion.

#### F - Ballots

1 - All ballots will be bilingual

2 - There shall be two different ballots of different colours; one containing all the candidates except for the position of Chief Steward Francophone and one containing all the candidates except the position of Chief Steward Anglophone.

2.1 - Members will declare at the polling station whether they wish to vote for either the Chief Steward Francophone or the Chief Steward Anglophone and be given the appropriate ballot.

2.2.1 - Candidates will be listed on the ballot first by order of position contested in the following order: President, Vice President, Secretary-Treasurer and Recording Secretary, and Chief Steward

2.2.2 - Candidates will be listed on the ballot second by alphabetical order beginning by a letter randomly selected by the Chief Returning Officer

2.2.3 - Candidates will be elected through preferential voting determined by an Instant-runoff voting system

2.2.3.1 - Members shall be directed to vote for each position by numerically ranking the candidates in order of preference beginning with the number 1

2.2.3.1 - If no candidate is the first preference of a majority of voters, the candidate with the fewest number of first preference rankings is eliminated and that candidate's ballots are redistributed at full value to the remaining candidates according to the next ranking on each ballot. This process is repeated until one candidate obtains a majority of votes among candidates not eliminated.

#### G – Returning Officer Oath

1 - The Returning Officer shall take the oath of Referendum, as stated in article 20 of the present Constitution, in front of the Stewards' Council.

2 - Only those members who have taken their oath of Referendum in front of the Referendum Officer shall be allowed to work as deputy returning officers.

#### H - Procedure to follow at the polling stations

##### 1 - General Clauses

1.1 - Only the deputy returning officers and the Chief Returning Officer shall have access to the list of members and the list of additions.

1.2 – The Returning Officers must ensure the security and integrity of the ballot boxes.

##### 2 - Procedure to follow before giving a ballot

2.1 - No ballot shall be given out to anyone before the hour at which the polling stations officially open.

2.2 - No ballot shall be given out to anyone after the hour at which the polling stations officially close.

2.3 – Before giving a ballot to anyone, the deputy returning officers must ensure the person voting is a member of CUPE 2626.

2.6 – At the end of the day, deputy returning officers shall:

a) secure the ballot boxes and sign the seals;

b) count the number of ballots remaining, put them back to the envelope provided for that purpose, write the number of ballots contained in it, the location of the polling station and sign the seals.

## **I – Special Electoral Campaign Impropriety and Appeals**

- 1. It shall be considered a violation of the electoral procedure by**
  - a) the making or publishing of any false statement of fact by a candidate of the personal character or conduct of a candidate, or one of its representatives;**
  - b) the direct or indirect offer, procurement, or provision of – or promise to procure or provide – money or goods, valuable considerations, office, employment, or intoxicating substances to induce any person to vote or refrain from voting;**
  - c) the acceptance, reception of – or agreement to accept or receive – money or goods, valuable consideration, office, employment, or intoxicating substances in exchange for the promise to vote or refrain from voting;**
  - d) the willful vote, or attempt to vote, more than once in an election; and**
  - e) the violation, or attempt to violate, the principle of the secrecy of the vote.**
- 2. No candidate may, using their own initiative and discretion, attempt to enforce the rules for election**
- 3. The Chief Returning Officer shall decide on any charge of campaign impropriety, and where a violation is deemed to exist, may impose appropriate sanctions including the declaration of an election to be void.**
- 4. Appeals regarding sanctions levied by the Chief Returning Officer shall be made in writing to the Stewards' Council within forty-eight (48) hours of the announcement of the sanctions. The Stewards' Council shall render a final decision and make such decision public within forty-eight (48) hours of their meeting.**
- 5. In the event that a winning candidate is disqualified, the election of said position will be held using the normal election procedure**