



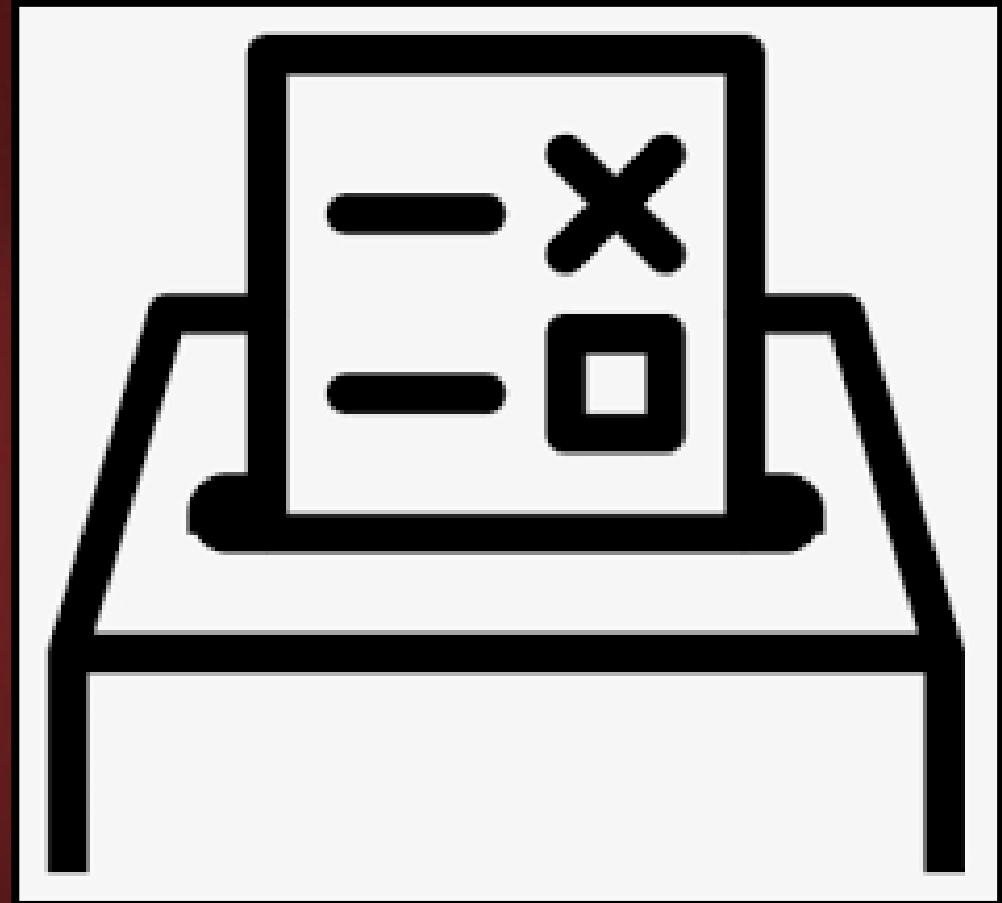
**unifor**

Local112

# Elections and Voting Procedures

# TOPICS

- Election Process
- Election Update
- Voting Process
- Election Results



# GENERAL MEMBERSHIP MEETING

**TUESDAY, DATE**  
**5:00 PM**  
**Union Hall, 30 Tangiers Road, Toronto**

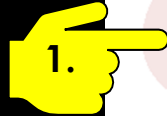
1. MINUTE OF SILENCE
2. ROLL CALL OF OFFICERS
3. MINUTES OF PREVIOUS MEETING
4. BUSINESS ARISING
5. CORRESPONDENCE & RECOMMENDATIONS
6. FINANCIAL REPORT
7. STANDING COMMITTEES ELECTION:

<i>Aboriginal &amp; Workers of Colour Committee</i>	<i>LGBTQ Committee</i>
<i>Community Services Committee</i>	<i>Recreation Committee</i>
<i>EFAP Committee</i>	<i>Skilled Trades Committee</i>
<i>Editorial Committee</i>	<i>Union Label Committee/ Action Committee</i>
<i>Education Committee</i>	<i>Union in Politics / Political Action Committee</i>
<i>Environmental Committee</i>	<i>Women Committee</i>
<i>H &amp; S Committee</i>	<i>Workers with Disabilities</i>
<i>Human Rights Committee</i>	<i>Young Workers Committee</i>
<i>Labour Day Committee</i>	

9. ELECTIONS CALL & PLAN
10. REPORTS OF PLANT / UNIT CHAIRPERSONS
11. PRESIDENT'S REPORT
12. UNFINISHED BUSINESS
13. ADJOURNMENT

## ELECTION PROCESS

1. Election Committee calls the election.
  - It can be called an "Election" when a unit is electing for a new term or a "By-Election" when a unit is electing candidates within the current term.





UNIT NAME

POST: [DATE]  
REMOVE: [DATE]

# ELECTION NOTICE

Nominations open on [DATE] for these positions:



POSITION NAME [NUMBER] to be elected

POSITION NAME [NUMBER] to be elected

**NOTE:** Online voting supports candidate pictures and literature to be displayed on the online ballot. It is the candidate's responsibility to submit as follows:

**PHOTO** save as .jpeg file and/or

**LITERATURE** save as .txt Plain Text file and email to [admin@unifor112.ca](mailto:admin@unifor112.ca)

All submissions will be posted as is.

Submission deadline will be posted on the Election Notice.

Under the By-Laws of Unifor Local 112, all members in *Good Standing for six (6) months for Unit Elections and one (1) year for the Executive Board elections* prior to date of the election are automatically nominated. Acceptance of nomination must be submitted, in writing, on the official Nomination Form.

Submit Nomination Acceptance Form to:

Election Committee/ Chairperson or Union Hall, [admin@unifor112.ca](mailto:admin@unifor112.ca) or Fax: 416-635-5580.

Nomination Acceptance Forms are available from [www.unifor112.ca](http://www.unifor112.ca) under Online Elections or Union Hall, [admin@unifor112.ca](mailto:admin@unifor112.ca). Such forms must be completed fully and duly signed.

*Incomplete and unsigned forms may be considered null and void by the Election Committee.*

NOMINATION CLOSE - [DATE]  
ADVANCE / ONLINE VOTING - **Open** [DATE/TIME]  
**Closes** [DATE/TIME]

FOR THIS ELECTION ONLINE REGISTRATION DEADLINE: **CLOSES** [DATE/TIME]

PAPER BALLOT VOTING - [DATE]

TIME & LOCATION - T.B.A

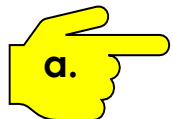
Voting by Union Card/ Check-off List

[NAME]  
[UNIT] Election Committee, Chairperson  
UNIFOR Local 112

## ELECTION PROCESS

**The Election Notice is the first posting to begin the election process.**

2. Positions for election will be posted on the Election notice.



## NOMINATION ACCEPTANCE FORM

DATE: \_\_\_\_\_, 20\_\_

TO: Election Committee  
UNIT NAME \_\_\_\_\_ YOUR WORKPLACE NAME  
UNIFOR Local 112

FROM:  
\_\_\_\_\_  
Print First Name (CAPITAL BLOCK LETTERS)  
\_\_\_\_\_  
Print Last Name (CAPITAL BLOCK LETTERS)

CLOCK#: \_\_\_\_\_ Tel/Cell: ( ) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
City Postal Code

Email: \_\_\_\_\_

**NOTE:** Online voting supports candidate pictures and literature to be displayed on the online ballot. It is the candidate's responsibility to submit as follows:

PHOTO save as .jpeg file **and/or**

LITERATURE save as .txt Plain Text file and email to admin@unifor112.ca

All submissions will be posted as is.

Submission deadline will be posted on the Election Notice.

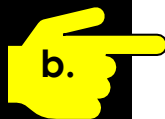
All members are considered nominated if they have continuous good standing as follows:  
For the Executive Board positions: 1 year ▪ For Unit positions: 6 months, and those accepting nominations **MUST** submit this "Nomination Acceptance Form" prior to the posted closing date.

**By signing this nomination for the**  
**position of** \_\_\_\_\_  
TYPE THE FULL POSITION'S NAME AS PER ELECTION NOTICE

(Print position's name from notice, **ONLY** one (1) position per form)

**I hereby agree to follow all election rules and guidelines.**

\_\_\_\_\_  
Signature of Nominee



# ELECTION PROCESS

- a. All members are automatically nominated and **MUST** submit the Nomination Acceptance Form as per instructions on the sheet.
- b. Follow the guidelines in yellow to submit your election literature online.



UNIT NAME

POST: [DATE]  
REMOVE: [DATE]

# ELECTION NOTICE

Nominations open on **[DATE]** for these positions:

POSITION NAME	<u>[NUMBER] to be elected</u>
POSITION NAME	<u>[NUMBER] to be elected</u>

**NOTE:** Online voting supports candidate pictures and literature to be displayed on the online ballot. It is the candidate's responsibility to submit as follows:  
**PHOTO** save as .jpeg file **and/or**  
**LITERATURE** save as .txt Plain Text file and email to [admin@unifor112.ca](mailto:admin@unifor112.ca)  
All submissions will be posted as is.  
 Submission deadline will be posted on the Election Notice.

Under the By-Laws of Unifor Local 112, all members in *Good Standing for six (6) months for Unit Elections and one (1) year for the Executive Board elections* prior to date of the election are automatically nominated. Acceptance of nomination must be submitted, in writing, on the official Nomination Form.

Submit Nomination Acceptance Form to:

Election Committee/ Chairperson or Union Hall, [admin@unifor112.ca](mailto:admin@unifor112.ca) or Fax: 416-635-5580.

Nomination Acceptance Forms are available from [www.unifor112.ca](http://www.unifor112.ca) under Online Elections or Union Hall, [admin@unifor112.ca](mailto:admin@unifor112.ca). Such forms must be completed fully and duly signed.

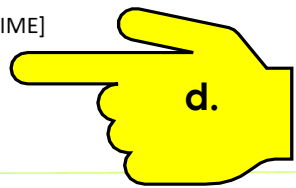
Incomplete and unsigned forms may be considered null and void by the Election Committee.



NOMINATION CLOSE - [DATE]  
 ADVANCE / ONLINE VOTING - Open [DATE/TIME]  
 Closes [DATE/TIME]

FOR THIS ELECTION ONLINE REGISTRATION DEADLINE: CLOSURES [DATE/TIME]

PAPER BALLOT VOTING - [DATE]  
 TIME & LOCATION - T.B.A



Voting by Union Card/ Check-off List

[NAME]  
[UNIT] Election Committee, Chairperson  
UNIFOR Local 112

## ELECTION PROCESS

- c. The dates of closing nomination **MUST** be adhered to as per notice of election posting.
- d. A listing of dates of the online and paper ballot voting will be listed when available.

# ELECTIONS UPDATE

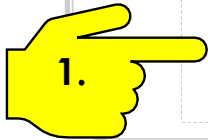
Here are the candidates who have accepted their nominations for the following positions:

**[NUMBER]** of each to be elected:

**[POSITION NAME]**

**CANDIDATE NAME**

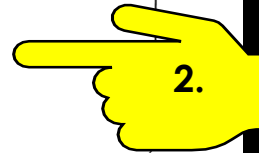
**CANDIDATE NAME**



1.

Scrutineers **MUST** notify the Election Committee or [admin@unifor112.ca](mailto:admin@unifor112.ca)  
in writing on/or before  
**[DATE]**.

**This will be at no cost to the Union.**



2.

ONLINE VOTING REGISTRATION CLOSES - **[DATE/TIME]**

ONLINE PHOTO / LITERATURE  
DEADLINE - **[DATE/TIME]**

ADVANCE / ONLINE VOTING - **Opens, [DATE/TIME]**  
**Closes, [DATE/TIME]**

PAPER BALLOT VOTING - **[DATE]**

TIME & LOCATION - **[LOCATION (S)]**  
**[TIME (S)]**

Voting by Company I.D. Badge/Check-off List

[NAME]  
[UNIT] Election Committee, Chairperson  
[NAME] Unit

# ELECTION UPDATE

1. The Election Update notice will confirm what nominations have been accepted and for what position(s).
  - Ensure that if you put your name in for a position that your name is listed properly.
  - In the event your name is missed you need to contact the Election Chairperson or email [admin@unifor112.ca](mailto:admin@unifor112.ca) immediately.
2. This posting also serves as notice that if a scrutineer is requested you **MUST** notify the Election Committee or email [admin@unifor112.ca](mailto:admin@unifor112.ca) with the scrutineer information by the deadline on the notice.

All instructions by the Election Committee during the process **MUST** be followed.

- Further voting details may be listed on this posting.
- Scrutineers are optional at the candidate's request.
- Scrutineers are selected by the candidate and any lost time will be **at no cost** to the union.

# VOTING PROCESS

There are 2 methods of voting:

## 1. Online Voting

➤ Online voting is explained in an Online Voting Tutorial posted at [www.unifor112.ca](http://www.unifor112.ca) under "Online Voting."

➤ Online voting takes place prior to the paper ballot vote. This is to ensure that members only vote one time.

➤ If you vote online, then you **cannot** vote by the paper ballot.

➤ Online ballots may contain candidate's literature.

## 2. Paper Ballot

➤ Paper ballot voting takes place in the posted area and date on the election notices.

➤ Voters will receive a ballot for every position they can vote in.

➤ At the conclusion of the voting the Election Committee will be responsible for counting ballots and reporting the winners for all positions.

GOT TO

<https://www.unifor112.ca>

UNIFOR  
Local112

Tel: (416) 635-5988 | Fax: (416) 635-5580  
30 Tangiers Road  
Toronto, ON, M3J 2B2

Home President's Report About Us News & Media Retirees In Memoriam Apparel Links Contact Us

### LOCAL 112 AND COVID-19 IMPORTANT INFORMATION

Dear Members,

With the current Health Canada and Government advice to practice social distancing in protecting the well-being of our staff and members, the hall is now open Monday to Friday from 8:00 AM to 4:00 PM **by appointment ONLY**.

#### RECENT NOTICES

UNIFOR NATIONAL  
SUMMER SUMMIT- AUG.  
19-21, 2020

GENERAL MEMBERSHIP  
MEETING-TUESDAY,  
AUGUST 25, 2020

2020 LABOUR DAY-

Online Voting



Recreation News



Education News



Member Area



CLICK ON  
ONLINE  
VOTING



POST: [DATE]  
REMOVE: [DATE]

[NAME] UNIT

## ELECTION RESULTS

Here are the results of election held on [DATE]:

### [POSITION NAME]

[NUMBER] to be elected:

CANDIDATE 1	[NUMBER]	votes	
CANDIDATE 2	[NUMBER]	votes	<b>ELECTED</b>
SPOILED	[NUMBER]	ballots	

**Our thanks to all the members who took time to  
exercise their right to vote**

[NAME]  
Election Committee Chairperson  
[NAME] Unit



# ELECTION RESULTS

- All election results will be posted in each unit after the conclusion of the Election Committee's count.
- The total votes by each candidates will be displayed on the posting.
- Results of all elections are final but may be appealed by following the National & Local Election's Guidelines.
- Results of some elections can be acclaimed when the number of candidate is equal to the number of position required.

## RUN-OFFS

- All Executive Board elections MUST be won by a majority vote. In the event there is not a majority winner then a run-off election will be held as per the National Constitution and Local By-Laws.
- Where more than one person is to be elected to a position (e.g. Trustees) then run-offs will be handled using the appropriate formula.
- All Non-Executive Board elections will use a simple majority to determine a winner.