



Local 2002/Section locale 2002

To: District Election Committees

From: Local 2002 Election Committee

Information for Posting for Local 2002 Upcoming Elections

- ❖ Election/Voting hours MUST be posted immediately on the Union bulletin board and at the polling location (see recommendations attached)
- ❖ Polling station MUST be staffed by 2 District Elections Committee members at all times
- ❖ No Proxy and/or Absentee Balloting will be accepted (see attached for posting at polling station)
- ❖ NO member can vote outside posted voting hours
- ❖ Members must vote in their own District or work location
- ❖ Candidates CAN NOT stay in the polling station room during preparation, voting, or while counting is taking place
- ❖ NO Candidate material in the polling station room where voting is taking place
- ❖ Scrutineers - see separate rules attached
- ❖ Counters - see separate Code of Conduct
- ❖ Ballot boxes must stay in the possession of the District Elections Committee at all times. It is the responsibility of the DEC Chair to find a secure place.
- ❖ Ballot - Where there are more candidates for any office than there are vacancies, the Election Committee shall place the names on the ballot in an order determined by lot
- ❖ Ballot – any ballot that clearly indicates the intention of the voter shall be considered valid. If the voter uses a mark other than an “X” but which clearly indicates her/his intention to vote for a particular candidate is will be counted.

Recommended Time Allocation - Voting for Local 2002 upcoming elections

(Two (2) District Election Committee members at the ballot box at all times)

Small Districts (less than 50 members) Total - 8.0 hours paid time off
2 x District Election Committee Members
At the ballot box for 4.0 hours each)
Preparation, counting and reporting time; an additional 30 minutes total for 2 x District
Election Committee Members

Small Districts (less than 100 members) Total – 12.0 hours paid time off
2 x District Election Committee Members
At the ballot box for 6.0 hours each)
Preparation, counting and reporting time; an additional 30 minutes total for 2 x District
Election Committee Members

Medium Districts (100-500 members) Total - 22.0 hours paid time off
2 x District Election Committee Members
At the ballot box for 11.0 hours each)
Preparation, counting and reporting time; an additional 30 minutes total for 2 x District
Election Committee Members

Large Districts (over 500 members) Total - 32.0 hours paid time off
2 x District Election Committee Members
At the ballot box for 16.0 hours each)
Preparation, counting and reporting time; an additional 60 minutes total for 2 x District
Election Committee Members

It is important to ensure that the ballot box is open for voting when the majority of the members are in the workplace and have time on their breaks to get to the polling station. The hours allotted maybe split up. The following is an example using a “medium-sized” district:

3.0 hours	0800-1100	Monday
2.5 hours	2000-2230	Wednesday
3.0 hours	1100-1400	Friday
2.5 hours	1200-1430	Saturday

CAW POLICY LETTER

LETTER NO. 3 January 23, 1987

ABSENTEE BALLOTING

TO ALL LOCAL UNIONS:

Greetings:

The questions of Absentee Balloting has been raised by a number of Local Unions.

The National Executive Board at its meeting on December 2, 1986 dealt with this issue as per Article 36, Section 9B, which reads as follows:

"SUCH ELECTIONS SHALL BE HELD DURING SPECIFIED DATES AND HOURS AT A SPECIFIED POLLING PLACE OR POLLING PLACES WHERE EACH MEMBER SHALL PERSONALLY CAST HER/HIS VOTE. THE USE OF ABSENTEE BALLOTS IS NOT PERMITTED IN LOCAL UNION ELECTIONS, EXCEPT AS ALLOWED BY UNIFORM POLICY ESTABLISHED BY THE NATIONAL EXECUTIVE BOARD."

The historical policy of our union has been to allow members who are away from their Local Union during the entire period of an election on Local Union business or on an assignment for their employer, (meaning Local 2002 Elected Officers) to vote in elections held for executive officers or for convention delegates only.

The decision of the National Executive Board is to permit Absentee Voting for members who are away from their Local Union during the entire period of an election on Local Union business or an assignment for their employer, in ALL Local Union elections.

The procedure, which is currently spelled out in the Guide for Local Union Election Committees must continue to be followed.

Fraternally yours,
(signed)
ROBERT WHITE
President



Expected Code of Conduct for Scrutineers at Local 2002 Elections

- **Scrutineers must be members in good standing selected by the candidates to observe elections proceedings on a candidate's behalf. Scrutineers shall be permitted to be present, at their own expense, while the ballots are being counted.**
- **Scrutineers have the right to observe all activities of the election workers; they must make their observations in such a way as not to interfere with the election procedures.**
- **If a Scrutineer wishes to object to any action other than eligibility of an individual voter, he/she should make his/her objection to the election worker in charge of the voting location. If a Scrutineer wishes to challenge the eligibility of a voter, he/she may make his/her challenge to the election worker to whom the voter is presenting his/her identification.**
- **Scrutineers have the right to be present when the election workers are checking ballot boxes and are preparing the ballots, polling lists and during the tabulation of the votes.**
- **Scrutineers have the right to accompany ballot boxes during the course of the election and until the ballot boxes are emptied and counted, unless in the custody of an outside agency that will not permit Scrutineers while they have custody.**
- **Scrutineers are required to remain behind and away from the count table (more than an arms distance) for security of the ballots.**
- **Under no circumstances should any Scrutineer be allowed to touch or handle a ballot.**
- **When a Scrutineer challenges the validity of a ballot it shall be placed in a separate pile and the vote on that ballot shall not then be included in the count. The Local 2002 Elections Committee shall inspect all challenged ballots and decide which, in their judgment, are properly marked. They shall then count the votes.**
- **The following applies to any elections conducted within Local 2002. Scrutineers will not disclose the count breakdown, by District/Unit. This information is to remain within the records of the Local 2002 Elections Committee only. Scrutineers may only disclose to the candidate the total number of votes cast.**
- **Once all the candidates have been contacted by the Local 2002 Elections Committee, the Scrutineers are welcome to contact only their candidates with the results that are being released by the Local 2002 Election Committee for posting on the website.**

Acknowledged and agreed to by:

Signature _____ Printed Name _____



Expected Code of Conduct for Election Count Team Members

- Count Team Members shall be members in good standing of CAW Local 2002.
- Count Team Members counting mail in ballots should initial the Count Checklist
- See forms/Section VI.
- Count Team Members will become familiar with the ballot counting procedures from the Elections Manual in Section I.
- Count Team Members will advise Local 2002 Elections Committee of any irregularities during the counting procedures.
- Count Team Members will take every precaution to ensure the accuracy of the count.
- Count Team Members will follow direction/instructions from the District Elections Committee Chairperson.
- Count Team Members will not be a Scrutineer for any candidate.
- Count Team Members will keep the count results Confidential until the DEC Chairperson has contacted all the candidates and releases the results on Local 2002 website.

Acknowledged and agreed to by:

Signature _____

Printed Name _____

Posting on the Local's website – August 24, 2011

CAW 2002 District Elections - 2011

This notice is to advise all members of CAW Local 2002 that in accordance with the Bylaws of CAW Local 2002, an election will take place for the following positions:

- District Chairperson
- Vice Chairperson(s)
- Health & Safety Officer(s)

Timelines are as follows:

- September 15, 2011 - deadline for receipt of nominations (all positions)
- October 1-15 - Workplace elections. District elections committees will count their district ballots, then forward to the CAW Local 2002 office - Toronto
- September 22, 2011 - Mail out ballot locations JAZZ, CSA/Morningstar/ORNGE/Canadian North/First Air.
- October 24, 2011 – Mail in ballots must be received by this date at the CAW Local 2002 office - Toronto for Elections Committee for total count
- October 26, 2011 - election results to be posted on the Local 2002 website (www.caw2002tca.ca)
- November 1, 2011 – Officers take office

Please note per the CAW Local 2002 Bylaws:

- 2.2.01 - you must be a Member in Good Standing to vote (have signed a valid membership card)
- 2.11.01 - in the event a member changes his/her name, work location, mailing address, telephone number or classification, it shall be the responsibility of the member to advise the Local's headquarters (Toronto) and his/her District Chairperson in writing of such change in order to maintain a correct District and Local Union record.

Please note per the National CAW Guide for Local Union Elections:

- Ballot – any ballot that clearly indicates the intention of the voter shall be considered valid. If the voter uses a mark other than an “X” but which clearly indicates her/his intention to vote for a particular candidate is will be counted

Roles & Responsibilities

- Candidates – a candidate should, at all times, conduct him/her self in a manner of respect for other candidates and fellow union members. The aim is to achieve the confidence of all members that the election process is fair, democratic, confidential and respectful of all members.
- Candidates must be nominated for any of the positions by your own Unit. e.g. Jazz members by Jazz members (not Jazz members by Air Canada Mainline members). This is specific to the dual bases.

- Members – a member's right to vote is the basis of our union. No proxy votes are permitted; the individual members at the established place of voting must cast a ballot personally.

Job descriptions will be posted on union/district bulletin boards in the workplaces. Nomination forms and job descriptions are available through your District Election Committee or Vice Presidents.

For Election inquiries, please email: elections@caw2002tca.ca or contact your Regional Vice President.

CAW Local 2002 ELECTIONS COMMITTEE