



## CUPE Local 23 Election Guidelines and Best Practices

All elections shall be conducted in accordance with the CUPE Local 23 Constitution and Bylaws

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### **ELECTION PROCEDURES**

#### *Election Committee & Returning Officer*

An Election Committee is appointed by the Executive Board of six members including two each from the Outside and Inside Divisions and one each from the Foremen and Library Divisions.

The roles and responsibilities of the Election Committee and Returning Officer are outlined in Article 7, Sections 3 & 4 of the Constitution and Bylaws.

Members of the Election Committee shall not be Executive Board members, nor shall they be eligible to run for Table Officer, Executive Board or Trustee positions.

#### *Election Notice*

An Election Notice (including the names of Election Committee members) shall be posted by the first day of March each year.

#### *Nominations*

The General Membership Meeting held March 19 shall be deemed the Nomination Meeting. Nominations can be made from the floor of the Nomination Meeting by a member in good standing. Nominations for Divisional Officers and Trustees may only be made by members of that division. A member shall only be nominated for one position.

A member who is eligible for nomination but unable to attend the Nomination Meeting shall, by signed letter or email, notify the Election Committee via email to [privacyofficer@cupe23.ca](mailto:privacyofficer@cupe23.ca) of their intention to stand by completing the nomination form prior to March 19 membership meeting.

### **VOTING PROCEDURES**

We are committed to ensuring that the April 10-16, 2025 CUPE 23 election is administered in accordance with the highest standards. This election is being conducted using online voting via Simply Voting. Simply Voting uses the latest technology and security safeguards to provide secure, reliable, and confidential balloting.

### *Scrutineers*

Each candidate may appoint one scrutineer by providing the name of a member in good standing to the Returning Officer by March 26, 2025. In the unlikely event that Simply Voting provides the Elections Committee with a report regarding voting irregularities, the committee will provide this report to the scrutineers.

### *Voter List*

Simply Voting will be provided with an accurate, up-to-date voter list that includes all members in good standing and any terminated or retired members with active grievances as of April 9, 2025.

### *Email Addresses*

Eligible voters must have an up-to-date email address on file with the Union administration by providing their personal email address to [admin@cupe23.ca](mailto:admin@cupe23.ca). Members who wish to update or confirm their email addresses must do so through the Union administration before 4pm on April 9, 2025. If a member is unable to provide the email prior to April 9 they are welcome to provide it by email [admin@cupe23.ca](mailto:admin@cupe23.ca) during the voting period or stopping by the office during the regular office hours Monday to Friday 8 am to 4:30 pm and an admin staff will assist.

### *Internet/Computer Access*

Eligible voters who do not have access to a computer or the Internet in order to vote can attend at the Union office where such access will be provided during the Union's normal operating hours. (Monday to Friday 8 am to 4:30 pm)

### *Election Results*

The winners of the election will be announced in accordance with the CUPE 23 Constitution -April 16 Annual General Membership meeting. If an unforeseen circumstance delays the announcement of the winners, we will provide a public update about this.

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## **ELECTION RULES AND CANDIDATE CODE OF CONDUCT**

### *Eligibility for Nomination*

In order to be eligible for nomination to a position, a member must meet the following criteria in accordance with Article 7, Section 5 of the Constitution and Bylaws:

1. Be a member in good standing
2. Have attended a minimum of two General Membership or Divisional meetings in the previous 12 months
3. Only hold one elected position at a time

For the two precarious worker's representatives, the nominated member(s) must be working as either a Temporary Full Time, Permanent Part Time or Auxiliary worker at the time of their nomination and for the duration of their term if elected.

### *Candidate Code of Conduct*

All candidates must adhere to the CUPE Equality Statement, Code of Conduct and the Oath of Obligation in accordance with the local Constitution and Bylaws and the National Constitution. A candidate who

fails to comply is subject to a Trial Complaint and subsequent Trial Procedure as prescribed in Appendix F of the National Constitution.

### *Campaigning*

1. Positive Messaging:
  - Candidates are encouraged to focus messaging on your qualifications, experience, and vision for the union.
  - Candidates must not partake in negative campaigning, personal attacks on any other member(s) or nominees.
2. Ethical Behavior:
  - Candidates must adhere to election rules.
  - Candidates must not spread misinformation or false claims about the union, member(s) or nominees in print, social media, verbally or otherwise.
3. Campaign Materials/Literature:
  - Candidates are required to have the printing of literature from sources outside the local administrative staff.

### Addendums:

1. CUPE Equality Statement
2. Code of Conduct
3. Oath of Obligation

