



FEB
2019



ELECTIONS MANUAL

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INTRODUCTION

This manual outlines the processes for election of stewards, local executives and bargaining committees.

It is based on the constitution and bylaws and the provincial executive policies, but component bylaws and local bylaws may augment what is outlined in this manual, so check these before issuing notices to members.

The BCGEU aims to involve as many members as possible in elections for steward, local executive or bargaining committee positions.

These elections are by referendum. In most cases, members vote at the workplace and the stewards or contacts distribute and collect ballots. Nominations and balloting must be advertised as widely as possible. Only members in good standing are entitled to vote. This includes members out of the worksite on leave, WCB, long term disability, maternity leave, layoff with recall rights, and members on LTD under three years.

The role of staff and area offices is to support the election process and to provide advice.

Questions or concerns should be referred to the Director of Field Services. During the election of local executives, the BCGEU provincial executive will designate a provincial returning officer to provide policy interpretations and advice on past practices.

The overall goal is to have fair, neutral and transparent elections that engage as many members as possible.

BCGEU CONSTITUTION AND BYLAWS - EXCERPT

The following long excerpt from the constitution and bylaws covers local officer, steward and bargaining committee elections.

The constitution also states:

Each component and local operates under its own bylaws. These must be consistent with BCGEU policies, constitution and bylaws. (5:12)

If, during election planning, a variation is discovered in local or component bylaws on local officer steward or bargaining committee elections, please bring this to the attention of the Director of Field Services.

Note that the component or local may establish different election processes from bargaining council and sectoral bargaining or any issue not explicitly covered below.

Section 1 – Structure

- (a) Local elections are held every three years, in the first three months of the year immediately following the triennial convention. Notice of nomination for local elections shall be issued prior to January 31 of that year.
- (f)
 - (i) Steward elections will be held every three years, starting in September of the year prior to the year in which local elections are held. Stewards will serve for three-year terms.
 - (ii) The local executive will determine the appropriate number of stewards for their local at a common worksite or, if there is no shared worksite, by employer and geographic location. The number of stewards will be determined prior to the opening of nominations for election in September.
 - (iii) The local executive may not assign less than one steward per worksite, or per 100 members, whichever is greater.
 - (iv) Stewards at common worksites with more than 100 members will be encouraged to form steward committees and elect amongst themselves a lead steward for the purpose of holding regular meetings to discuss matters particular to the worksite that may arise from time-to-time.
- (g) The local chairperson or designate will appoint OHS representatives as required by the Workers Compensation Act and the collective agreement.

Section 2 - Union elections

- (a) A 30-day notice calling for nominations will be issued for any local or steward election. Nominees will indicate either verbally at a local meeting or in writing prior to the close of nominations, whether they will stand for election. For all other elections, delegates will nominate by call of the name of the member they wish to stand for office, who will verbally or in writing indicate their assent.
- (b) For interim local elections, the local executive may set the notice period, provided it is no less than seven days and no more than 30 days.**
- (c) For interim steward elections, the local chair may set the notice period, provided it is no less than seven days and no more than 30 days.**
- (d) For interim local chair elections, the component vice president may set the notice period, provided it is no less than seven and no more than 30 days.**

- (e) The names of the candidates and the position(s) they are standing for are written on a ballot. Elections are conducted by secret ballot.
- (f) In the case of local and steward elections, each member eligible to vote will be provided with a ballot, either by a steward on the worksite, at the closest BCGEU area office, or by mail, or electronically, with instructions on how to fill it out.
- (g) In all cases, except for the election of officers at the triennial convention, the candidate(s) receiving the most votes will be declared elected.
- (h) For the election of the officers of the union (president, treasurer, executive vice presidents) at triennial convention, a majority of those who have cast ballots is required to be elected. The candidate with the least votes will be dropped and voting will continue until a candidate is elected. When voting for executive vice presidents, delegates will rank their ballot in order of preference for the two positions.
- (i) For all local officer, steward and bargaining committee elections, the order of candidate names on the ballot will be in randomized order.
- (j) All elections for local officers and stewards are by referendum.
- (k) Except where otherwise provided by component bylaws, all elections of bargaining committees shall utilize the same method as local elections. The bargaining committee chair shall be selected by vote of the bargaining committee. Where feasible, alternates will be elected in order of votes received.
- (l) Notwithstanding section 2(k), for new certifications, the nomination and election period for bargaining committees shall be set by the component vice president, and shall be a minimum of seven and a maximum of 30 days. The bargaining committee chair shall be selected by vote of the bargaining committee.**

PROVINCIAL EXECUTIVE POLICY REFERENCE MANUAL
PE POLICY D-1 "NO PLUMPING"

Section **D** Policy **1**

Section:
CONSTITUTION & STRUCTURE

Incorporated:
June 9, 1978

Subject:
NO PLUMPING

By:
PROVINCIAL EXECUTIVE

All ballots conducted are to clearly indicate the number of offices open and the number of candidates for which each voter must cast a ballot. The "no plumping" policy will require all members voting in a ballot to cast a ballot for every office to be filled.

cope 378
October 21, 1992

STEWARD ELECTIONS



PROVINCIAL EXECUTIVE POLICY REFERENCE MANUAL

PE Policy D-10 "Steward Elections"

Section D Policy 10

Section:
CONSTITUTION & STRUCTURE

Incorporated:
February 18, 2015

Subject:
STEWARD ELECTIONS

By:
PROVINCIAL EXECUTIVE

The following policy augments the provisions in the BCGEU bylaws (Section 1 Structure, (f)(i), (ii) and Section 2 Union elections (a).

1. The Local Executive in consultation with the current stewards will:
 - Determine the number of stewards needed – if the collective agreement doesn't specify a number, then the BCGEU bylaws apply.
 - Encourage existing stewards to stand again, and recruit new stewards to fill gaps.
 - Decide the dates for the opening and closing of nominations. Nominations must stay open for 30 days – the elections should be over by the end of November.
2. Area offices will mail out to worksite stewards or contacts the Notice of Elections and the Steward Nomination Form. Additional copies are available from the Area Office. The stewards and contacts will post these in their worksites.
3. At the end of the nomination period stewards will send a copy of the nomination form(s) to the area office. If an election is required, allow 10 calendar days for collections of ballots in the worksite or at the Area Office. Voting can occur at the worksite, at a meeting and at the Area Office.
4. Voting: Current stewards will conduct the vote. Prepared ballots are NOT required but may be prepared by the Area Office on request. Members should simply write the name(s) of the candidate(s) they prefer on a piece of paper and place in the envelope provided by the steward.
5. Count: This should be done by three unbiased members. Candidates are entitled to have a scrutineer. Ensure you have all the ballots; check with the Area Offices for ballots include ballots from any meeting held. The candidate with the most votes wins. **Destroy ballots once the dispute period has expired.**
6. Results: Post the results on the workplace bulletin board and notify the area office. Each steward whether elected or acclaimed **must** complete the Steward/Contact Information sheet FA-138 and return to the Area Office.
7. Disputes: Steward elections are informal processes. Any disputes should be referred to the Local chair **within 15 days of the ballot count.**



How to conduct steward elections (FA-796)

1. The local executive in consultation with the current stewards will:
 - determine the number of stewards needed – If the collective agreement does not specify a number, then the BCGEU bylaws apply (see overleaf);
 - encourage existing stewards to stand again, and recruit new stewards to fill gaps;
 - decide the dates for the opening and closing of nominations. Nominations must stay open for 30 days — the elections should start after Labour Day and be over by the end of November.
2. Worksite stewards or contacts should post the Notice of Elections and the Steward Nomination Form in their worksites. If you need more, either copy them or ask your area office for more.
3. At the end of the nomination period, send a copy of the nomination form(s) to the area office. If an election is required, allow 10 calendar days for collection of ballots in the worksite or at the area office. Voting can occur at the worksite, at a meeting, and at the area office. The local chair may extend the voting period.
4. **Voting:** Current stewards will conduct the vote. Prepared ballots are NOT required. Members should simply write the name(s) of the candidate(s) they prefer on a piece of paper and place in the envelope provided by the steward. Do not leave ballot boxes unattended.
5. **Count:** This should be done by three unbiased members. Candidates are entitled to have a scrutineer. Ensure you have all the ballots (check with the area office) also include ballots from any meeting held. The candidate with the most votes wins. Destroy ballots once the results have been announced.
6. **Results:** Post the results on the workplace bulletin board and notify the area office. Each steward must complete the *Steward/Contact Information Sheet* FA-138 (enclosed) and return it to the area office.
7. **Disputes:** Steward elections are informal processes. Any disputes should be referred to the local chair within 15 days of the ballot count.



Notice of elections: Stewards (FA-797)

Steward elections are held in workplaces every three years in the fall after the BCGEU constitutional convention. Nominations and elections may start after Labour Day and must be completed by the end of November.

What do stewards do?

Stewards provide support and advice to members who think they are being treated unfairly. They make sure new employees sign union membership cards and provide information on BCGEU services. Stewards conduct ratification votes and elections and keep members informed by distributing BCGEU communication.

What skills do I need to be a steward?

Stewards are well-organized, good listeners, problem solvers and team players. They have good communication skills and want to help others.

Is there training for new stewards?

Yes. Stewards are eligible for paid union leave from work to take steward training every year at their area office. The BCGEU also offers workshops on human rights, facing management, and accommodating disabilities at the workplace.

How do I become a steward?

Steward elections are informal. A union member from your workplace must nominate you using the Stewards Nomination Form. If there is nothing posted in your workplace contact the closest BCGEU area office. The number of stewards needed in your workplace will be decided by the local executive if it is not outlined in the collective agreement.

Who conducts elections?

A current steward will conduct the vote. Only union members can vote so make sure you have signed a card. Membership cards are available from stewards and the BCGEU area offices.

If there is no steward in your workplace, or you have concerns about the election, contact your local chairperson through the area office.

REMEMBER: Management must not influence or interfere in steward elections. Report any such irregularities to your local chair and your staff representative through the area office.

PLEASE POST IN WORKSITE



Stewards nomination form (FA-80a)

Any union member at this workplace can nominate another member for election as a steward.

NOMINATIONS CLOSE AT MIDNIGHT _____

NUMBER OF STEWARDS NEEDED: _____

| Name of candidate for steward (Please print and sign) | Name of nominator (Please print and sign) |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |

EMPLOYER _____

ADDRESS _____

At the end of the nomination period, please send a copy of this form to the area office.

If an election is necessary, information on voting will be available in this workplace and sent to members by email.

Please contact the area office with nominations, results of the election or issues:
" <enter AO contact info> "

POST IN WORKPLACE

Steward – Contact info sheet (FA-138A)



**B.C. GOVERNMENT AND SERVICE
EMPLOYEES' UNION (BCGEU)**

STEWARD/CONTACT INFORMATION SHEET

To ensure that you are set up in our records as a steward/contact, the following information is required. Please complete and forward to your area office as soon as possible.

Name: _____
(Surname) (Given name & middle initial)

BCGEU Membership No. or SIN.: _____

| | |
|---------------------------------------|--|
| Home Address: | Name of Employer: |
| _____ | _____ |
| City: | Work Address: (NOT mailing address) |
| _____ | _____ |
| Postal Code: | City: |
| _____ | _____ |
| Phone: | Postal Code: |
| _____ | _____ |
| _____ | Phone: _____ Ext: _____ |
| E-Mail Address (work or home): | Fax: _____ |
| _____ | _____ |

Specific Work Areas Represented:

(Actual location description, e.g. 2nd floor, kitchen, laundry, name of group home, a specific work address)

Work Location No.:

(if known)

Comp(s) represented: _____ Bulletin Boards: _____

You were elected: Steward ☐ Contact ☐ Date Elected: _____

Name of Steward/Contact you are replacing (if any): _____

After the above changes your work area will be represented by:

Steward Name(s) (please print)

1. _____
2. _____
3. _____

Contact Name(s) (please print)

1. _____
2. _____
3. _____

Form completed by: _____

Date: _____



Have you taken any of the following union educational courses?

| | Yes / No | Yr. / Mo. |
|-----------------------------------|----------|-----------|
| Stewards Course | _____ | _____ |
| Enhanced Stewards Course | _____ | _____ |
| Local Officers Course | _____ | _____ |
| Other BCGEU courses taken: | _____ | |
| Other labour courses (CLC, etc.): | _____ | |



You should have received the following from the steward you have replaced. However, if you have not, please indicate below:

| | Received | Needed |
|------------------------------------|----------|--------|
| Collective agreement | _____ | _____ |
| BCGEU Constitution | _____ | _____ |
| Grievance Forms | _____ | _____ |
| Membership Application Cards | _____ | _____ |
| BCGEU Decals | _____ | _____ |
| Change of Member Information Forms | _____ | _____ |
| Expense Claim Forms | _____ | _____ |

For Area Office Use Only

Date Supplies Issued: _____

LOCAL ELECTIONS



Where no nomination is received for an office, nominations will be considered to remain open, but by-elections should not occur until all appeals are exhausted. During the three year term, if a member in good standing submits a nomination for a vacant position, the local executive will be notified and **a bulletin will be sent to the local advising of the nomination.** Nominations will remain open for a further three days **to allow for additional candidates to be nominated.**

9. **Members must have a minimum of fourteen days from ballot package release to cast a vote in a traditional paper ballot election.**
10. If balloting has to be done over, the component vice president may shorten the balloting period to 15 days.
11. No interim local officer elections will be held during the eight months prior to the triennial local officer elections without **approval of** the component vice president and without a minuted decision by the local executive.

Area Balloting Committee

12. **All area balloting committee expenses will be Headquarters paid.**
13. Members of the area balloting committee will be assigned to **any local other than their own** to assist in the elections. They will work with the local chair and the area office to set the election calendar, to ensure notices have been sent, and will contact stewards to ensure ballots are distributed and collected in the worksites. **In the case of an electronic vote, balloting committee members will review voting rate and recommend additional outreach as needed to increase voter response.**
14. The area balloting committee members assigned to a local will get approval from the **regional coordinator** for additional resources/LOA required for distribution and collection of ballots, the count, any extension of timelines **or voter turnout outreach.**
15. Scrutineers during the election period are component paid.

Nominations

16. The area office staff will mail to all stewards and contacts and local officers, the FYI notice of opening of nominations (FA-804), nomination forms (FA-80), and *Local Executive-Roles and Responsibilities*.

The same FYI notice will be sent by email to local members and by fax to worksites where possible, and posted on the **BCGEU website**, local officers, the local's assigned representatives

from the area balloting committee, and stewards are responsible for ensuring this information is distributed in the worksite.

17. Each nominated candidate shall have the right to:

- a) receive a list of local members including home phone and email address, organized by worksite and identifying all officers, stewards, and OHS committee members. (Candidates must acknowledge BCGEU privacy requirements.) **Any emails sent by a candidate to BCGEU members during an election must be sent blind carbon copy "bcc" to protect the member information;**
 - b) submit one page of biographical information, endorsements, or other campaign information (8 ½ x 11 sheet, black and white, **colour bios will be adjusted to black and white**) for distribution with the ballot and publication on the BCGEU website. **A candidate's bio may not contain false or misleading information.** This must be received at the area office **by 5pm the following** business day after close of nominations and will be sent out as submitted;
 - c) appoint a scrutineer to observe the ballot count. **The scrutineer's name will be provided to the staff representative prior to the ballot count. A candidate may observe a count in place of a scrutineer.**
18. Local elections are by referendum. This means nominations and elections cannot be conducted exclusively at meetings. Nominations must be made using the BCGEU nomination form. This form may be handed in, mailed, faxed or emailed to the area office, or handed in at a local meeting if one is held.
19. **The area office will confirm receipt of each nomination by email within two business days of receipt.**
20. **Once a nomination form is submitted the nominee's name, and position they are nominated for, will be posted on the BCGEU website with the candidate's bio, if available.**

Candidates

21. Candidates' campaign materials must not use the BCGEU logo.
22. Candidates **must** not distribute and collect ballots.
23. During the election period (from January 1 until results are announced), office holders should not be distributing gifts to members or stewards from either personal or component funds.
24. The business of the local must continue during the campaign period, but any worksite visits by candidates for campaign purposes should occur on own time, at own expense and should not disrupt employer operations.
25. At the close of nominations, candidates will receive from the area office, a copy of policy **D-8**, the list of local members, and FAQ from the BCGEU *Elections Manual* outlining their entitlements.

Balloting

26. If a **traditional** vote is **approved**, every effort must be made to provide members with an opportunity to vote. In most cases voting occurs in the worksite; members may also vote at the area office.
27. Any member in good standing is entitled to vote, including individuals on LTD, maternity leave, WCB or any paid or unpaid leave, including those on layoff with recall rights. They will be included in email and mailed communication about nominations and balloting.
28. Area offices will mail packages to local stewards and contacts, containing:
 - ballots, brown envelopes and declaration envelopes;
 - *Balloting Instructions for Stewards & Contacts* (FA-555);
 - *How to Cast Your Vote* (poster) (FA-807);
 - An FYI for the worksites announcing the election (FA-806);
 - Membership cards;
 - **postage paid return envelopes.**

Labelling on ballot packages must include a note in bold font: "Ballots enclosed, please contact (insert area office contact info) if the recipient no longer works at this address."

Stewards or contacts can get extra ballots and materials from the area office.

The FYI announcing the election and a pdf of candidates' statements will also be sent to local members by email and posted on the **BCGEU website**.

29. **Prior to sending a ballot package the staff representative will review and confirm the accuracy of the stewards' mailing list.**
30. Local stewards and contacts are responsible for distributing and collecting ballots in the workplace and ensuring ballots are returned by the deadline to the area office. Ballot boxes must not be left unattended. Voting closes 30 days after the close of nominations and all ballots and ballot boxes must be returned to the area office. **Members conducting balloting must not advise members who to vote for, nor are they allowed to campaign on behalf of a candidate.**
31. All **traditional** local elections will use a double envelope system also known as a declaratory ballot. Names on ballots will be in random, **and** not alphabetical, order. All ballots must show the deadline for return. **All declaration envelopes will be sent to membership records to update contact information following the election.**
32. A local chair may apply to the BCGEU treasurer for a mail-out ballot to all local members where there are effectively no worksites in which to conduct the vote. **If denied, a component executive may approve a component paid mail out ballot for a specific local.**
33. **Members may only vote once per local election even if they have multiple employers in the same local.**

Count

34. Members of the area balloting committee will conduct the count for the locals in their area but will not count ballots in their own local. Where a large number of ballots are returned, and/or a large number of positions are contested, the count should be scheduled during working hours following the deadline for return of ballots. **Such a count will be conducted a minimum of three business days following the close of balloting to insure ballots mailed prior to the balloting deadline are received, and can be counted.**
35. Members of the area balloting committee assigned to a count will:
 - determine whether or not ballots received after the deadline should be counted. If the count has not yet occurred, committees should err on the side of counting ballots, unless there is a substantive reason why they should not be considered;
 - determine whether or not the balloting period should be extended based on the time frame in which members receive their ballots or have the opportunity to submit them;
 - determine if ballots are from the correct worksites;
 - using the declaration envelope, ensure no member votes twice;
 - where workplaces have members of more than one local, decide if it's necessary to check declaratory ballots against a membership list to confirm the voter has voted in the correct local election;
 - rule on whether a ballot is spoiled;
 - prepare the election report for the area office and the president's office (FA-189)
 - **review the e voting elections results to confirm authenticity.**
36. **Scrutineers or candidates observing a count must not participate in the physical count in any way. They may take notes, ask process questions or note concerns. Scrutineers are essentially process observers only.**
37. Ballots will be counted in the following order: chairperson, 1st vice-chairperson, 2nd vice-chairperson, (3rd vice-chairperson, etc.) treasurer, secretary, members-at-large, young worker. Where candidates are nominated for more than one position, they must accept the first office they win, in order of the count. **No election results will be declared until all elections are complete.**
38. All ballots conducted are to clearly indicate the number of offices open and the number of candidates for which each voter must cast a ballot. The "no plumping" policy will require all members voting in a ballot to cast a ballot for every office to be filled. (PE Policy D-1) **This means that the member must vote for the same number of candidates as positions open.**
39. The winning candidate is the one with the most votes. In the event of a tie, the election will be decided by chance. Candidates will agree upon a neutral member of the area balloting committee assigned to the count, who will put the name of each candidate in a sealed envelope and then draw one.
40. **The staff responsible will immediately notify candidates of the election results, including their right to appeal, with process and deadlines.** Within one business day of the count, area office staff will notify **the president, the treasurer, the component vice president, stewards local officers, the staff assigned to the component, membership records and the digital department** of the outcome of the election using a complete FA-22 election report. Results will be posted on the **BCGEU website**



as soon as possible and emailed to local members **in a member bulletin. This bulletin will include the official results of the vote, including vote count.**

Appeals

41. **A candidate** may appeal the election results to their component vice president within 10 days after results are published **in the member bulletin**. If the election under appeal is in the component vice president's local, the appeal should be made to the president who may designate an investigator. Within 10 days of receiving the **component vice president's** decision, **a candidate** may appeal to the provincial executive.
42. Ballots and declaratory envelopes will be kept for 20 days after which time, provided no appeal is in process, the local executive may pass a motion to destroy the ballots.

Interim Elections

43. BCGEU constitution and bylaws states at,
Section 2 – Union elections (b) and (d)
 - (b) For interim local elections, the local executive may set the notice period, provided it is no less than seven days and no more than 30 days.
 - (d) For interim local chair elections, the component vice president may set the notice period, provided it is no less than seven and no more than 30 days.



Area Checklist for Local Elections

- NOV.** ☐ Ensure local chair appoints 2 members to area balloting committee and send the final list for each area to component VP's and Director of Field Services.
- DEC.** ☐ Regional Coordinator to review local executive election process with area balloting committee, local executive, and staff.
- ☐ Send FA letter (FA-851) from President to each Employer in the area (will be initiated by Director of Field Services through mail centre).
- JAN.** ☐ Ensure local chair, with the local representative on area balloting committee establishes a schedule for nomination, and election (include nomination meeting only if required by local bylaws).
- ☐ Mail notice of opening of nominations to local stewards and contacts. Send by email to members, including nomination forms and information on local executive responsibilities. Make available extra nomination papers in the area office.
- ☐ Establish which locals will require a traditional voting procedure and prepare documents.
- FEB.** ☐ Prepare ballots. Give candidates a copy of Policy D8, Candidate FAQ, and a list of local members. The list of local members will identify activists and their respective positions. Ensure candidates are aware of right to include 8½ by 11 statement and deadline for submission. Arrange for posting of statements on BCGEU website.
- ☐ Prepare member mailing list with privacy cover note for candidates.
- ☐ Enact e-voting protocols.
- or ☐ Assemble ballot packages as nominations arrive.
- MARCH** ☐ Mail ballot packages to stewards and contacts including instructions, poster, election FYI, envelopes (brown, declaration, & steward return) candidate information and membership cards. **Ensure no balloting packages are sent to candidates.**
- ☐ Prepare ballots and candidate statements for members who come to area office to vote.
- ☐ Email FYI regarding election to all Local members along with PDF of candidate information.
- ☐ Ensure materials are ready to record, count, and to report results.
- ☐ Send all declaration ballot envelopes to membership records to update contact/worksite information.

Local election schedule sample

| | |
|---------------------------|---|
| November/ December | Set-up area balloting committee and review policy D-8 with local executives and committee members. |
| January 12 | Send notice that nominations are open. If nomination meeting is being held, seven days' notice required. Nominations must remain open for 30 days. |
| February 11 | Nominations close. |
| February 12 | By 5pm of the business day following close of nominations a candidate statement must be at the area office. |
| February 13* | Area office mails ballots and supporting materials to steward and contacts. Email FYI and candidate statements to members. *as rapidly as ballot packages can be prepared. |

Distribution and collection of ballots by stewards and contacts in the workplace.

| | |
|-----------------|--|
| March 13 | Election closes. |
| March 16 | Ballots counted and results announced. Minimum 72 hours observed to allow for ballots to be delivered to the area office. |
| March 26 | Deadline for appeal to component vice president. |
| April 11 | If component vice president provides decision by March 30 th , this is the deadline for appeal to provincial executive. |

(Based on 2016/2017 calendar)

The process should be reviewed each voting cycle by the appropriate Regional Coordinator and Staff Representative.

FAQs for candidates in local elections

In addition to this *Frequently Asked Questions*, candidates should receive a copy of provincial executive policy D-8 on the local election process.

How will members of the local know I am running for office, and my qualifications?

Candidates may prepare a candidate statement (8 ½ x 11, black and white). Provide this to the area office one business day after the close of nominations. The area office will send candidate statements to members and statements will be posted on the component web page.

Can I use the BCGEU logo?

No. Candidate materials cannot use the BCGEU logo.

How do I get contact information for members of the local?

After the nomination period closes, the area office can prepare a membership list for you. It will have contact information organized by worksite and will identify all officers, stewards and OHS committee members. It is available to you in electronic or paper format. Candidates must agree to observe privacy obligations and cannot keep this list for other purposes. You must not send a bulk email unless you blind copy "bcc" all recipients.

Can I distribute and collect ballots myself?

No, candidates may not handle ballots. If you are a steward and are running for re-election or other office, speak to your staff representative about having someone else collect and distribute ballots in your worksite.

I'm running for re-election – do I have extra responsibilities?

The business of the local has to continue during the campaign and this may require a worksite visit. But if you are visiting worksites for campaign purposes then do it on your own time, at your own expense. Worksite visits should not disrupt the employer's operations.

From January 1st until results are announced, you should not distribute any small gifts to members from component, local or personal funds.

What do I do if I think ballots are not getting to my supporters, or if I know worksites do not have a steward?

Contact your staff representative at the area office immediately.

Can I appoint a scrutineer for the count?

You can watch the vote count yourself, or appoint a scrutineer to observe for you. The area office can advise when and where the vote will be counted. You may have either a scrutineer appointed or observe yourself. You may not have both. If appointing a scrutineer please advise the staff representative prior to the count. Your scrutineer is an observer and must conduct themselves in a professional manner.

What do I do if I think the election wasn't fair?

During the election advise the area office so they can bring your concerns to the attention of the member of the area balloting committee working with your local, and/or the provincial returning officer appointed by the provincial executive for the local elections.

After the election, you have the right to appeal the results to your component vice president. The appeal must be filed within 10 days following the announcement of the results. If you are not satisfied with their decision, you can appeal to the provincial executive within 10 days of receiving the decision.

May I vote for myself?

Yes, you may.

Who should I contact if I have questions or concerns about the election?

Always contact the Union! Never contact your employer about election issues.

| BCGEU HEADQUARTERS 4911 Canada Way Burnaby, BC V5G 3W3 PH: 604-291-9611 / Toll Free: 1-800-663-1674 Fax: 604-291-6030 / Toll Free Fax: 1-800-946-0244 | |
|--|---|
| VICTORIA AREA OFFICE PH: 250-388-9948 2994 Douglas Street Toll Free: 1-800-667-1033 Victoria, BC V8T 4N4 Fax: 250-384-8060 Toll Free Fax: 1-800-946-0246 | OKANAGAN AREA OFFICE PH: 250-763-6405 1064 Borden Avenue Toll Free: 1-800-667-1132 Kelowna, BC V1Y 6A8 Fax: 250-763-9233 Toll Free Fax: 1-800-946-0252 |
| NORTH ISLAND AREA OFFICE PH: 250-824-0825 #106-1650 Terminal Ave N. Toll Free: 1-800-667-1997 Nanaimo, BC V9S 0A3 Fax: 250-740-0070 Toll Free Fax: 1-800-946-0247 | EAST KOOTENAY AREA OFFICE PH: 250-426-5459 46-7 th Avenue South Toll Free: 1-800-667-1203 Cranbrook, BC V1C 2J1 Fax: 250-489-4700 Toll Free Fax: 1-800-946-0253 |
| LOWER MAINLAND AREA OFFICE PH: 604-215-1499 130-2920 Virtual Way Toll Free: 1-888-238-0239 Vancouver, BC V5M 0C4 Fax: 604-215-1410 Toll Free Fax: 1-800-946-0248 | WEST KOOTENAY AREA OFFICE PH: 250-365-9979 2316 Columbia Avenue Toll Free: 1-800-667-1061 Castlegar, BC V1N 2X1 Fax: 250-365-9971 Toll Free Fax: 1-800-946-0254 |
| FRASER VALLEY AREA OFFICE PH: 604-882-0111 8555 198A St. Toll Free: 1-800-667-1103 Langley, BC V2Y 0A9 Fax: 604-882-5032 Toll Free Fax: 1-800-946-0249 | PEACE RIVER AREA OFFICE PH: 250-785-6185 10147-100 th Street Toll Free: 1-800-667-0788 Fort St. John, BC V1J 1Y7 Fax: 250-785-0048 Toll Free Fax: 1-800-946-0255 |
| KAMLOOPS AREA OFFICE PH: 250-372-8223 158 Oriole Road Toll Free: 1-800-667-0054 Kamloops, BC V2C 4N7 Fax: 250-372-1782 Toll Free Fax: 1-800-946-0250 | PRINCE GEORGE AREA OFFICE PH: 250-563-1116 500 Quebec Street Toll Free: 1-800-667-8772 Prince George, BC V2L 0C6 Fax: 250-562-9012 Toll Free Fax: 1-800-946-0257 |
| CARIBOO AREA OFFICE PH: 250-392-6586 107A North 1 st Avenue Toll Free: 1-800-667-9244 Williams Lake, BC V2G 1Y7 Fax: 250-392-5582 Toll Free Fax: 1-800-946-0251 | NORTHWEST AREA OFFICE PH: 250-635-9126 4600 Lazelle Avenue Toll Free: 1-800-665-1664 Terrace, BC V8G 1S5 Fax: 250-635-3588 Toll Free Fax: 1-800-946-0259 |

FORMS AND HANDOUTS



Letter from President – Upcoming Local Election Notice (FA-851)

"<insert date here>"

"<Click and type member name & address>"

Dear "<click and type Name>"

I'm writing to let you know the BCGEU's local election process will soon be upon us.

Our local elections take place every three years and the coming election cycle will begin on January 1st and run through March 31st 2018.

During this period of time our elected union representatives will be conducting election business in the worksite to the extent that the collective agreement allows.

We appreciate in advance your respect of this important democratic process.

Yours truly

"<Type name>"

President

<Op initials>

MoveUP

FA-851

<Click and type docname>

4925 Canada Way, Burnaby, B.C. V5G 1M1
Telephone: (604) 215-1499 Facsimile: (604) 215-1410
<http://www.bcgeu.bc.ca>



Area balloting committee responsibilities

Before nominations open

Each local will appoint two members to the area balloting committee. The committee members are assigned to a local that is not their own for the nomination, balloting and count. The Regional Coordinator will provide training on the election process.

Nomination and balloting period

The committee member assigned to a local will work with the local chair and the area office to set the election calendar, and make sure notices have been sent out to members, including members on LTD under three years, maternity leave, layoff with recall rights (PE policy D-8).

If there is an election, the committee member will contact stewards to make sure ballot packages have been received, that ballots and candidate statements are distributed, and that ballots are collected in the worksites.

The committee member will advise the area office if there are any irregularities or if there are worksites which have not received ballots. The component vice president can authorize more resources/LOA as required to get the ballots out to distant worksites or worksites without stewards.

During an election vote, committee members will monitor voter response rates and recommend additional voter outreach if needed.

Counting ballots

Several members of the area balloting committee may be assigned to count ballots. If the number is expected to be very large, the count should be scheduled during working hours a minimum of 3 business days after the voting has closed.

Duties of committee members include:

- deciding if a ballot has been received by the deadline;
- confirming ballots are from a worksite and from workers eligible to participate in the election;
- ruling on whether a ballot is spoiled;
- counting ballots;
- preparing the report for the area office and president's office;
- reviewing voter response rate; and
- recommending additional voter outreach.

Taking the count

Leave cell phones at the door – this includes scrutineers.

Take it slow:

- (a) Examine all large ballot return envelopes to make sure they were sent to the area office prior to the deadline.
- (b) Make sure no one has voted more than once. Do this by arranging the declaration envelopes in alphabetical order. Make sure to include declaration envelopes from members who voted at the area office. If a member has voted more than once, blindly pick one of the envelopes for the count. Treat the others as "spoiled ballots".

Temporarily set aside:

- (a) Declaration envelopes from an individual not on the worksite list, or added in handwriting to the list by the steward but without an accompanying membership card.
- (b) Open the white declaration envelopes, remove brown ballot envelopes and separate ballots into piles by position/office.
- (c) Count in the following order: chair, vice-chair(s), treasurer, secretary, members-at-large, young worker. Individuals are elected to the first office in this list which they win, even if they were nominated for several positions.
- (d) Set aside spoiled ballots. There are two basic rules for accepting ballots:
 - (1) The voter's intention must be clear. If not, the ballot is spoiled.
 - (2) The ballot must be complete otherwise it is spoiled. For e.g., in member-at-large elections where the ballot says "Number to be elected = 4" the voter must vote for 4 (this is often called the "no plumping rule" [see Policy D-1]).
- (e) Use the tracking sheet provided to keep track of each election count – record the number of spoiled ballots.

The winning candidate is the one that receives the most votes.

If the election is closed:

- (a) Check your set-aside pile. If the number of declaration envelopes exceeds the gap in votes between the candidates then check unionware to establish the eligibility of these members to vote.
- (b) Only members who were in good standing before the deadline for casting ballots can vote. You can vote if you are out of the workplace on LTD, maternity leave, WCB, on layoff with recall rights, or any paid or unpaid leave. You cannot vote if unionware does not have you listed as a member, or if no membership card accompanies your declaration envelope.
- (c) Once you have identified anyone eligible to vote add them to the count. Record the others as "unable to identify" or "no membership on file" on your report to the area office and president.

Breaking a tie:

- (a) If you have checked your set-aside pile, added in any individuals whose eligibility you were able to confirm and you still have a tie, break it through chance.



- (b) A neutral member of the area balloting committee assigned to the count will put the name of each candidate on a piece of paper, place each into separate envelopes and will draw to determine the winner. If candidates or their scrutineers are present, they should indicate who they believe is neutral.
- (c) Complete the written report, **carefully noting each decision** made about spoiled or ineligible or late ballots. The written report should include a report of the tie breaking procedure, if used.

Role of scrutineers:

- (a) Watch the count. Do not intervene in, interrupt or delay the count in any way. Make a note of any concern regarding spoiled ballots or eligibility of voters so you can discuss this with your candidate and the staff representative after the count is completed. The candidate may appeal the election if they believe it was compromised.
- (b) Do not race out the door to let the candidate know interim results. Wait. Contact the candidate after the committee declares the count is final and has completed its written report.



| PLEASE POST |

Date: "<insert date>"

To: All BCGEU Local "<insert Local>" Members

Re: Nomination for local executive

Nominations are now open for the following positions on the local executive:

- "<Insert Office>"
- "<Insert Office>"
- "<Insert Office>"
- "<Insert Office>"
- "<Insert Office>"
- "<Insert Office>"

The term is three years. Information on the responsibilities and activities of each office is available from your area office.

The deadline for nominations is: "<insert Deadline date>"

Next 4 lines optional: Remove this section (from "Nominations" up to "community") if not needed:

Nominations may also be made at the local general meeting:

Time: *

Date: *

Area office: *(specify address, community)

If there is an election for a position, candidates may submit one page of information (8-1/2 x 11, black and white) for distribution to members with ballots. This must be received at the area office within one business day of the close of nominations.

Candidates should contact the area office for additional information on their rights and responsibilities.

(Attachment – BCGEU Nomination Form)

MoveUP

FYI – Nomination for local executive (FA-804)



| PLEASE POST |

COMPONENT: <insert Component here>

LOCAL: <insert Local here>

DATE: <insert day and date here>

TIME: <insert time here>

PLACE: "<insert complete address here>"

AGENDA

Nominations are open for all Local "<Insert Local>" Executive positions, as follows:

- "<Insert Office>"
- "<Insert Office>"
- "<Insert Office>"
- "<Insert Office>"
- "<Insert Office>"

The BCGEU Nomination Form (FA-80) (attached) must be used and should be submitted at this meeting. The form may also be submitted to the area office by fax, email, mail, or handed in personally, **no later than "<Insert deadline date>"**.

If an election is required, all candidates may provide one page (8½ x 11) for copying and distribution to members with ballots. This must be provided to the area office within one business day of the close of nominations, **"<specify date>"**. Please contact the area office for more information on candidate rights and responsibilities.

Additional agenda items for this meeting are:

- "<list addit'l agenda items here>"

(Attachment – BCGEU Nomination Form)

MoveUP

Notice of Nomination Meeting (FA-805)



NOMINATION FORM

PART A

I, _____ nominate _____ for the position
of _____ in Local _____.

NOMINATOR's signature

PART B

I, _____ accept the nomination and certify
that I am a member in good standing of the B.C. Government and Service Employees' Union.

NOMINEE's signature

By signing, nominees agree:

- "Nominees agree their contact info will be published if elected."
- "Nominees agree that by accepting nomination they are prepared to accept the oath of office and abide by the constitution of the BCGEU."
- "Nominees agree to conduct themselves appropriately during the election."
- "Note: Election results (ballots, spoiled ballots, votes for etc.), including vote totals, will be published."

Candidates have the right to submit ONE 8.5" x11" information sheet, which will be distributed with ballots and posted on the website in the event of an election.

Your information sheet must be received by the area office one (1) day after close of nominations. Contact the area office for more information on candidate rights and responsibilities.

This form must be mailed, faxed or emailed as an attachment to the area office
no later than "**<type Deadline Date>**".

Area office address: "**<type AO address and postal code>**"
Phone: "**<type AO phone>**" Fax: "**<type AO fax>**"
Email: "**<type AO email address>**"

Local executive – Roles and responsibilities

Local officers are expected to attend all meetings, and work together to administer the local. The following provides an example of some of the responsibilities connected with each office:

Local chairperson:

Works with other local officers to:

- (a) recruit stewards and ensure OHS committee members are appointed;
- (b) set up steward networks;
- (c) ensure stewards are regularly confirming membership lists in worksites and providing orientation for new members;
- (d) plan training opportunities with the staff representative for stewards, officers and other activists;
- (e) plan member outreach projects;
- (f) support strikes, and labour movement activities in their area;
- (g) work with the secretary to plan meetings; approves agendas and chairs meetings;
- (h) has signing authority for documents and any local account;
- (i) represent the local on the component executive and reports out on component and BCGEU activities;
- (j) ensure the local follows BCGEU policies, procedures, constitution and bylaws;
- (k) ensure the local is represented at the cross component committee and local labour council;
- (l) sit on the area grievance appeal committee, as required.

1st and 2nd vice-chairperson(s):

Assists the local chairperson in performing the responsibilities outlined above, and:

- (a) may be delegated to perform specific duties, like recruiting OHS committee members, or convening steward networking meetings or chairing local committees;
- (b) substitutes for the local chairperson in their absence;
- (c) if assigned, responsibility for OHS committees – should keep up-to-date lists of OHS committee members, and with the staff representative assess training needs, and whether committees are meeting regularly;
- (d) if assigned, steward networking. The vice chairperson will work with staff representative to ensure meetings of stewards are regularly occurring, and plan training.

Treasurer:

- (a) assists the local chairperson with responsibilities outlined above;
- (b) in consultation with other local officers prepares an annual budget, project budgets and submits to the component treasurer;
- (c) ensures the local adheres to BCGEU financial policies;
- (d) monitors expenditures and reports on local or component finances as required;
- (e) ensures expenditures like donations, good and welfare payments are “minuted” in local meetings.
- (f) **If the local has its own account:**
 - 1. deposits funds, writes cheques and has signing authority, including for member expense claims;
 - 2. submits an audited statement annually to the BCGEU treasurer through the component treasurer;
 - 3. chairs the finance committee of the local.

Recording secretary:

- (a) assists local chairperson with responsibilities outlined above;
- (b) with the chair, sets meeting dates and develops agendas;
- (c) is responsible for all meeting notices and minutes;
- (d) reports all correspondence at local meetings; and maintains files;
- (e) receives written reports of committees.

Members-at-large:

The number of members-at-large is set out in the local bylaws; and are:

- (a) assigned to tasks, committees and projects as required by chair;
- (b) may represent specific groups of members within a local and can bring their perspective to the local executive meetings.

Young Worker:

- (a) liaises with other young workers in the local and brings their concerns/issues to the local;
- (b) assists the local executive in identifying and mentoring young workers who could be recruited as stewards, OHS committee members, or participants in campaigns;
- (c) identifies and promotes activities and education useful for young workers.



Date: "<insert date>"

To: All BCGEU Local "<insert Local>" Members

Re: Elections for Local "<insert Local>" Executive

The BCGEU is holding elections for the following positions of the local "<insert local>" executive. Candidate statements are attached for those candidates who provided them:

"<Type Position>":
"<List Names>"

"<Type Position>":
"<List Names>"

"<Type Position>":
"<List Names>"

"<Type Position>":
"<List Names>"

"<Type Position>":
"<List Names>"

- Ballots are available from your stewards and contacts at the worksite. You may also vote at the area office, ("<insert location address>").

Ballots are due back to the BCGEU "<insert office name>" office no later than **5:00 p.m.** **"<deadline date>".**

Once the election is complete, a bulletin will be sent advising members of the new local "<insert local>" executive.

Any questions should be referred to the area office.



BALLOTING INSTRUCTIONS FOR STEWARDS & CONTACTS

Stewards must remain neutral while distributing and collecting ballots and must not campaign or lobby for particular candidates. Declaration envelopes will be used in all local elections.

Ensure you have the following materials:

- Ballots for all positions being contested in your local
- Small brown envelopes, and declaration envelopes
- Your large brown "Ballot Return Envelope"
- Posters: How to Cast Your Vote
- Candidate information sheets
- Worksite list (membership records will print large, alphabetical, lists and courier them to the area office)
- Membership cards or electronic membership

Provide each member with a ballot for offices being contested, and candidate information sheets.

If you encounter individuals who are not on the worksite list, add them to the list, and ask them to fill out a membership application. Attach the membership card to the declaratory envelope.

Voters must:

- Put their ballot/s in the small brown envelope; put this into the declaratory envelope, seal it, fill out information required on the envelope front, and sign.
- If using a ballot box do not leave it unattended. Establish and notify members of times you will be present to distribute and collect ballots.


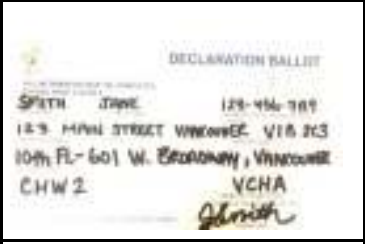




Place all sealed, declaration envelopes, and your worksite list, in the large brown return envelope, and sign it across the seal. Return to the area office.

THE DEADLINE FOR RETURN OF BALLOT TO THE AREA OFFICE IS:


"<Insert deadline day and date>"





HOW TO CAST YOUR VOTE


| | | |
|---|---|---|
| 1 |  | The declaration envelope tells us you are eligible to vote in this specific local election. |
| 2 |  | Fill in your information on the declaration envelope. Please print clearly. |
| 3 |  | Place your marked ballot in the small, brown envelope and seal it. This keeps your vote private. |
| 4 |  | Now, place the brown envelope with your ballot inside into the declaration ballot envelope and seal it. |
| 5 |  | Cast your vote by placing your declaration ballot envelope into the ballot box. |
| 6 |  | Congratulations, you've voted! |

BCGEU ballot - Short


|  bcgeu Ballot | |
|---|--------------------------|
| <Position> | |
| <Local> | |
| You must vote for _____ or ballot is spoiled: | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| Return to area office by "<return date>" | |


|  bcgeu Ballot | |
|--|--------------------------|
| <Position> | |
| <Local> | |
| You must vote for _____ or ballot is spoiled: | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| Return to area office by "<return date>" | |

|  bcgeu Ballot | |
|---|--------------------------|
| <Position> | |
| <Local> | |
| You must vote for _____ or ballot is spoiled: | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| Return to area office by "<return date>" | |

|  bcgeu Ballot | |
|--|--------------------------|
| <Position> | |
| <Local> | |
| You must vote for _____ or ballot is spoiled: | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| Return to area office by "<return date>" | |

BCGEU ballot - Long

|  bcgeu Ballot | |
|---|--------------------------|
| <Position> | |
| <Local> | |
| You must vote for _____ or ballot is spoiled: | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| Return to area office by "<return date>" | |

|  bcgeu Ballot | |
|--|--------------------------|
| <Position> | |
| <Local> | |
| You must vote for _____ or ballot is spoiled: | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
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| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| Return to area office by "<return date>" | |



Ballot tracking sheet

Local: _____
 Date of ballot count: _____
 Position: _____

Ballots cast _____
 Spoiled ballots _____
 No membership on file _____
 Unable to identify _____
 Total eligible ballots _____

| CANDIDATE NAME(S) | COUNT |
|-------------------|-------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Total | |

[_____] is elected with [_____] ballots



BALLOTING COMMITTEE REPORT

The following members have been elected to the local _____ executive.

| Position | Name |
|---------------------|------|
| Chairperson | |
| 1st Vice chair | |
| 2nd Vice chair | |
| Treasurer | |
| Recording secretary | |
| Member-at-large | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Balloting committee:

Name _____ Local _____ Signature _____

Name _____ Local _____ Signature _____

Name _____ Local _____ Signature _____

RECORD ANY RULINGS ON REVERSE



Please record below any rulings the balloting committee has made.

[illegible]

RETURN TO OFFICE OF PRESIDENT

Local Officer Election Report

| BOGEU LOCAL OFFICER ELECTION REPORT | | | | | | | | | | | |
|-------------------------------------|------------------------------|-----------------------------------|------------|------------|--|--------------------|-----------------------|---------------------|----------|---------------|-----------------------------------|
| LOCAL: "Circle and type local" | | | | | FOR A "C" type 4 years for term" OR TERM OF OFFICE | | | | | | |
| Position | Select New or Re-Elect | Name (If it Isn't Elected (C)) | Member No. | Employee # | Mailing Address, City, Postal Code | Phone, P.O. Box | Ministry/ Employer | Branch/ Location | Career's | Email address | Replacing Name if Must See No. |
| Chairperson | | | | | | | | | | | |
| | | | | | | | | | | | |
| 1st Vice Chair | | | | | | | | | | | |
| | | | | | | | | | | | |
| 2nd Vice Chair | | | | | | | | | | | |
| | | | | | | | | | | | |
| Treasurer | | | | | | | | | | | |
| | | | | | | | | | | | |
| Recording Secretary | | | | | | | | | | | |
| | | | | | | | | | | | |
| Member-at- Large [1] | | | | | | | | | | | |
| | | | | | | | | | | | |
| Member-at- Large [2] | | | | | | | | | | | |
| | | | | | | | | | | | |
| Member-at- Large [3] | | | | | | | | | | | |
| | | | | | | | | | | | |
| Member-at- Large [4] | | | | | | | | | | | |
| | | | | | | | | | | | |
| Member-at- Large [5] | | | | | | | | | | | |
| | | | | | | | | | | | |



FYI



| PLEASE POST |

Date: "<insert date>"

To: All BCGEU Local "<insert local>" Members

Re: Local Executive Election Results

We are pleased to announce the results of the Elections for the Local "<insert local>" Executive:

| Position | Candidates | Total Votes Cast | Number of Votes for Candidate | Number of Ballots Spoiled | Successful Candidate |
|-------------------------------------|------------|------------------------|-------------------------------------|------------------------------------|-------------------------|
| 1 st Vice Chairperson | | | | | |
| 2 nd Vice Chairperson | | | | | |
| Treasurer | | | | | |
| Recorder | | | | | |
| Member-at-Large | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Young Worker | | | | | |

In solidarity,

"<insert name of Chairperson>", Chairperson

"<insert name of Staff Rep>", Staff Representative



BC GOVERNMENT AND SERVICE EMPLOYEES' UNION

www.bcgeu.ca

BARGAINING COMMITTEE ELECTIONS



Bargaining committee elections – Bylaws excerpts

This section applies to independents certified under the Labour Code¹.

The following sections in the BCGEU constitution and bylaws specifically address bargaining committee elections in the Labour Code certifications:

Section 2 – Union elections

- (i) For all local officer, steward and bargaining committee elections, the order of candidate names on the ballot will be in randomized order.
- (k) Except where otherwise provided by component bylaws, all elections of bargaining committees shall utilize the same method as local elections. The bargaining committee chair shall be elected by vote of the bargaining committee. Where feasible, alternates will be elected in order of votes received.

The model component bylaws (Labour Code) provide the following guidance:

Section 12: Negotiations

- (a) Local Bargaining Units
 - (i) Where negotiations are conducted at the local bargaining unit level, a bargaining unit negotiation committee shall be elected from the members of the bargaining unit.
 - (ii) The committee shall consist of not more than three members. If additional members are required, the bargaining unit shall request approval for the additional members from the component.
 - (iii) Each local bargaining unit shall elect a negotiating committee, one of whom shall be chairperson, and that chairperson, together with the staff member assigned to the negotiations, will co-chair the committee. A local bargaining unit negotiating committee may be authorized to elect the chairperson from amongst its members.

Where local bargaining unit members are spread beyond one single geographic location, a referendum system of nominations and elections shall be utilized.

- (f) All elections for negotiating committees shall be conducted no more than six months but not less than three months prior to the expiry of the agreement.

Check the relevant component and local bylaws for any unique provisions regarding election of bargaining committee since several components do not require a separate chair election.

Check the component bylaws for information on sector bargaining committees and bargaining councils.

¹ For makeup of the public service bargaining committee see the BCGEU constitution section 5.8(a) and model component bylaws, Section 12: Negotiations

Bargaining committee elections

Bargaining committee elections follow the same general rules as local executive and steward elections.

Notwithstanding local election policy D-8, all bargaining committee elections will utilize a traditional balloting method unless it makes sense to use e-voting **and** the e-vote has been approved by the Director of negotiations.

These elections are by referendum, meaning the opportunity to vote cannot be restricted to a membership meeting.

The standard notice periods apply – seven days for notice of a nomination meeting (if a meeting is required in bylaws). The nominations must remain open for 30 days, then balloting occurs over a 30 day period.

Prepared ballots must randomize the names of candidates.

Balloting occurs in the workplace, but members must be given an opportunity to vote at the area office. At the worksite stewards/contacts are responsible for distribution and collection of ballots. Candidates should not be distributing or collecting ballots.

In special circumstances ballots may be sent by mail. Where the expense is minor the regional coordinator can determine if this is necessary. If the mailout is a component expense, the component treasurer's approval is required.

Materials in the local elections section of this manual may be of use, including *BCGEU Ballot* (FA-808 and FA-809) and *Balloting Instructions to Stewards & Contacts* (FA-555).

All members in good standing within the bargaining unit are eligible to vote in the bargaining committee elections.

With independent bargaining committee elections, the staff representative assigned as the lead negotiator, in cooperation with the staff representative; if applicable, will be responsible to ensure the election of the bargaining committee is conducted.

Note: There are separate election processes for the major sectoral agreements outlined in the relevant component bylaws.

New certifications:

The nomination period for new certifications shall be set by the component vice president. The notice period must be between seven and 30 days.

The bargaining committee chair will be selected by a vote of the bargaining committee.

The lead negotiator must be assigned to the new certification within five days of the date of certification by the coordinator responsible.

The lead negotiator must confirm the nomination notice period with the component vice president immediately on assignment. This confirmation will be in writing with a copy to their coordinator and director.

The coordinator and director must be notified immediately if any problems are encountered with the bargaining committee elections.

INTERIM ELECTIONS





Interim elections

Interim steward elections

The local chair may set the notice period. The notice period must be between seven and 30 days.

Interim local elections

The local chair may set the notice period. The notice period must be between seven and 30 days.

Interim local chairperson elections

The component vice president may set the notice period. The notice period must be between seven and 30 days.