



CUPE LOCAL 1004

BALLOTING PROCEDURE POLICY

**Approved by Membership
October 10, 2023**

**Approved by National
February 20, 2024**

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 1004
BALLOTING PROCEDURES POLICY

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1. All elections shall be conducted in accordance with the CUPE Local 1004 bylaws and members shall be able to participate in voting processes by electronic ballot.
2. Electronic voting shall be conducted for the following elections/ratifications:
 - a. Executive Board
 - b. Bargaining Committees
 - c. Ratification of tentative agreement(s)
 - d. Any other voting process in accordance with the CUPE Local 1004 bylaws
3. Procedure:
 - a. Members will be notified by email and with physical notice on union boards at worksites of any impending voting processes.
 - b. Such notice will indicate that upon request, members can contact the Local Union office to request that a Personal Identification Number (PIN) and voter ID be mailed to their home. Such requests must be made within (4) days of notice being given and members must ensure that the local union office has a current mailing address on file.
 - c. Notification will be served at least fourteen (14) days in advance of polls being opened.
 - d. Voting will be conducted electronically by secret ballot. Electronic ballots shall be emailed with a Personal Identification Number (PIN) to all members who have email addresses on file.
 - e. Members who have not provided an email to the local may request their PIN by contacting the local office.
 - f. Upon providing their email address to the local office, voting information will be provided to them by email.
 - g. In the event that a member does not have an email address, the member may visit a designated union office and present photo identification in order to obtain a PIN enabling them to vote by electronic ballot.
 - h. The elected chief returning officer of the balloting committee or their designate shall be present at the Local 1004 office for the duration of the vote during regular office hours to assist members as needed.
 - i. The local will provide a secure computer for members voting from the local Union office.
4. Requests for additional support for members in outlying areas:

Members working in an outlying area may request additional voting support if needed. Such requests must be made after notice is served and before voting polls are opened.

5. Election rules:
 - a. A two-hundred-word biography and/or statement is allowed on the voting site. A photo may also be included plus a link to additional information and/or contact information.
 - b. Candidates are encouraged to seek assistance in preparing campaign literature and are required to have the printing of literature from sources outside of the Local Administrative Staff.