

# SMWIA Local # 8



## Local Elections Policy Outline

### Information for Candidates

May, 2018

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**1) Overview of Election Procedure:**

**Election procedure for SMWIA is fully laid out in Article Twelve (12) of the SMWIA Constitution and Ritual. Detailed Election Policy Manuals are available for perusal at either Local # 8 office. The following is a brief overview of SMWIA Local # 8 election procedures and policies.**

Elections for the position of Local # 8 Union officers, Business Manager and Business Representatives are to be held in June. These elected representatives are installed in the first regular meetings in July following their election and serve a term of three (3) years.

If a position becomes vacant during the term, the same election procedures apply as for the general elections. Nominations are put forward at regular or special-called meetings and elections are held as with the general election. The successful candidate is elected for the unexpired term, unless there is less than one year left. In that case, the Executive may appoint a member.

**2) Qualifications and Positions:**

The offices shall include President, V.P, Recording Secretary, F.S.T., Conductor, Warden, Exec. Board Members (6) and at least 3 Trustees. The offices of President and Financial Secretary / Treasure may not be combined. Members holding office as President, Vice-President, Financial Secretary / Treasurer or Recording Secretary may not serve as Union Trustees.

No member shall be nominated for or elected to two (2) local union positions or offices at the same time unless the offices had previously been combined by action of the Local.

Members eligible for nomination, election, appointment or service must:

- a) be paying the rate that keeps him a member in good standing
- b) have dues and other obligations due the Local paid in advance for the current month and are properly recorded and have official receipts in his possession
- c) have established a record of good standing in the Local in which he is a candidate for not less than two (2) consecutive years immediately preceding his nomination, appointment or election
- d) completed his apprenticeship

(1)

**3) Nomination Procedure:**

As stated in the overview, elections for officers, business manager, business representative(s) are held in the month of June, every third year unless authorized by the General President.

Nominations are accepted and closed at regular or special called meetings. All members in good standing must be notified in writing of the date, time and place of the meeting. This notification may be by letter or publication (i.e. newsletter) mailed to each member in advance of the meeting.

Nominations must be made by a member in good standing.

Any member who is nominated but not present at the meeting can be notified by written letter. If he wishes to have his name stand he must notify the recording secretary, in writing, of his intention within five (5) days of the meeting. If no such confirmation is received, his name will be removed from the list of nominees.

Eligible candidates accepting their nomination should indicate how they would like their name to appear on the ballot (e.g., nickname in parentheses, middle initial, etc.)

The President or presiding officer will appoint a judge and at least two (2) tellers to conduct the election.

**4) Election Notification:**

Only members in good standing are eligible to participate and vote in the elections.

Notification of the dates, times and locations of the election meetings must be mailed to the last known home address of each member in good standing at least fifteen (15) days in advance of the election.

As with nomination meetings, the notification may either be by letter or by a publication (i.e. newsletter) mailed to each member in good standing.

(2)

## 5) Campaigning:

Campaign materials are not to be displayed or available at Local # 8 offices without special permission of the President or his official representative.

If this permission is granted, all candidates must be notified before any material is allowed at the office, so any and all have equal opportunity to display their literature.

Candidates may, at their expense, have campaign literature sent to all members from a Local office. This cannot be done during business hours. Costs may include (but are not limited to) payment of wages to clerical staff, stationery and supplies, postage, costs incurred for usage of equipment such as photocopiers. At this time, the candidate would have access to membership lists, however the lists may not be removed from the office.

- No campaigning by salaried officers during working hours
- No candidate may be within thirty (30) feet or ten (10) meters of any voting room.
- No candidate shall be in the voting area except to cast his own ballot.
- Candidates may not use the SMART, SMWIA or Local 8 logo on any campaign literature.

**No candidate or potential candidate for any position (or supporter for a candidate) may solicit or accept financial support, or any other direct or indirect support of any kind, except an individual's own volunteered free time, from a non-member.**

## 6) Election (Voting) Procedure:

The International Association has granted Local 8 permission to hold the 2018 General Elections by mail-in ballot. They have provided us with the proper protocol for the election, including very stringent protections; which we will be following exactly.

A list of members eligible to vote is prepared. Ballots will then be mailed to all members on the voter's list. We will allow a minimum of four weeks for return of ballots before they are counted. This will allow every eligible member ample time to participate regardless of which shift they are working or place of residence.

The Ballot mail-out will contain:

- Election notification letter including voting instructions
- Ballot identifying all nominees for the positions
- Envelope for the return of the ballot. The envelope will have member name & address labels so the voter's name can be marked off the applicable voter's list. This is done so that there can be no possibility of duplicate ballots, and we can prove that we have sufficient control of the vote process if it is challenged.
- Ballot Envelope – a plain, unmarked envelope. Voters will place their ballot inside this envelope and seal it; then place this envelope inside the return envelope.

Ballots will be picked up from the post office immediately prior to the time indicated for tallying.

Undeliverable voting packages will be picked up regularly and every attempt will be made to ensure every member eligible to vote receives a package.

Members who do not receive a package, or who have spoiled their ballot will be able to contact the Local for a replacement package to be mailed out. This replacement will be marked as a duplicate to ensure only one ballot is returned for each eligible member.

## 7) Tabulation of Voting:

Once the return envelopes are picked up from the post office, they will be transported to the Calgary Local 8 for tabulation. Only the Judge and Tellers will have access to the ballot packages, however candidates can have an Observer present.

- Ballots will be counted and the number of ballots received is recorded.
- Names on the return envelope are marked off the official eligible voter list
- Any challenged or duplicate ballots are confirmed & marked
- Secret Ballot envelopes are removed.
- The ballot is removed and placed face down.
- After all ballots are removed, the results are counted and noted on the judge's tally sheet.

**NOTE:** Ballots containing information that could identify the voter are voided.

The Election Judge will send our Recording Secretary his signed, official report.

## 8) Reporting Election Results:

Immediately after the report of the judge and tellers is filed with the Local, the Recording Secretary will send the General Secretary–Treasurer:

- A list containing the names & addresses of the newly-elected officers, business manager and business representatives;
- The number of the dues receipt for each elected officer showing payment for the months nomination and election occurred;
- Complete tally sheet showing the exact number of votes for each position.

The recording secretary must thereafter report any changes in the same to the General Secretary-Treasurer.

Complaints of any violations or irregularities in the election process must be filed with the General President within seven (7) days from the date of the submitted election results.

Any member who witnesses, or who as any knowledge of, violations or irregularities in the Election procedure must notify the judge of the election immediately upon acquiring the knowledge.

Results will **not** be entitled to an appeal to the General President if they are based on an irregularity that was not reported to the judge in a timely manner.

The decision of the General President is final and is not subject to further appeal.

Please note that this pamphlet has been prepared as a general outline of the policies and procedures for election of officers of Local # 8 only.

Any discrepancies between information provided here and the Constitution and Ritual of Sheet Metal Workers' International shall be over-ruled by the Constitution.

To view the full Election Policy Manual, please visit a Local # 8 office:

Edmonton  
17310 – 106 Avenue NW  
(780) 426-3375

Calgary  
#125, 5723 – 10 Street NE.  
(403) 250-1060