

RULES AND POLICY PROCEDURES

1. DRAFTING OF RULES AND PROCEDURES

The rules and procedures for the upcoming election have been approved by the Executive Board.

2. ELECTION OFFICE - FOR THE RETURN OF BALLOTS

The Election Office: Chairperson - Election Committee, PO Box 21187, St. John's NL A1A5B2

3. ELECTION PROCESS

- Elections will be conducted by secret ballot.
- Ballots shall be mailed simultaneously to all members in good standing.
- All ballots mailed out shall be accompanied by a pre-paid return envelope.
- The voting period shall be no less than 30 days from the date that the ballots are mailed out.
- Ballots must be returned in the mail to the Election Office. **Ballots CANNOT be delivered in person to the Election office.**
- Any ballots not properly returned or returned after the close of the voting period shall be declared spoiled.

4. WINNING CANDIDATE CRITERIA

For the election of President and Secretary Treasurer of FFAW, the candidate who receives a simple majority of votes shall be declared the winner of the election.

For the election of Vice-President – Inshore, the candidate who receives a simple majority of the votes from the Inshore Division shall be declared the winner of the election.

For the election of Vice-President – Industrial, Retail, Offshore, the candidate who receives a simple majority of the votes from the Industrial, Retail, Offshore Division shall be declared the winner of the election.

For the election of all other executive board positions, with the exception of the Women Representative and the Crew Member positions, the winners shall be those candidates who receive a simple majority of the votes within the corresponding geographic areas or unit.

5. ELECTION CALL

The Union shall forward to each member in good standing an Election Call containing:

- The time frame of the election for all positions on the Executive Board; and

- Formal notification of the last day for nominations, the voting period, and the final date the Union will accept ballots.

The Union shall also note in its Election Call the last fixed date at which a member can confirm whether he or she is in good standing and on the voters' list.

6. **NOMINATION PROCESS**

All candidates running for position on the Executive Board of the Union must meet the following nomination criteria:

- a. Be a member in good standing of FFAW-Unifor;
- b. Not accept a nomination for any other position with the executive board being voted upon;
- c. Forwarded and seconded by two members in good standing who are also members of the constituency that the nominee seeks to represent (e.g. All members in good standing can nominate the President but only members in good standing within the Avalon Peninsula can nominate someone for the Avalon seat of the inshore executive board.).
- d. Be a resident of the geographic area for which the nomination is sought (e.g. A nominee for the inshore Avalon seat on the executive board must normally reside within the Avalon Peninsula as described in Article 5, Section 3 of the FFAW Constitution.).
- e. Submit the completed and properly sworn affidavit, a template of which is provided in Appendix 'A'.
- f. Completed nomination papers and a properly sworn affidavit by the nominee, shall be submitted via fax, mail, or in person to the Elections Committee.

Nominations must be received by the Elections Committee no later than 5:00 pm on May 28th, 2018.

If only one person is nominated for a position on the Executive Board by the close of nominations, the Election Committee shall declare the sole nominee as duly elected by acclamation.

Should a nomination period for an Executive Board position close with no nominee, the nomination period shall be extended for an additional thirty (30) calendar days.

7. **RIGHTS AND OBLIGATIONS OF CANDIDATES**

Scrutineers

Only a candidate or his/her designated scrutineer may observe the counting of ballots.

Election Conduct

Candidates and their supporters will be expected to observe accepted standards of conduct throughout the nomination and election period. No candidate or her/her supporters shall publish or circulate, either verbally or otherwise, information on another candidate that is false or defames that person's character and/or integrity.

Campaign Donations

Candidates shall not accept campaign donations from any corporations or an agent for a corporation or from an organization competing with FFAW in a manner that is detrimental to FFAW.

Volunteer work done on behalf of a candidate is not considered a campaign expenditure.

FFAW Facilities

Neither candidate for the office of President or Secretary Treasurer, nor their supporters, may post campaign material at Union-owned facilities.

8. VOTERS' LIST AND ISSUING OF BALLOTS

The voters' list shall be finalized on May 24, 2018.

FFAW staff will carry out the original mail out under the direction of the Elections Committee. Any questions or concerns brought forward to the office will be directed/discussed with the Elections Committee.

9. RE-ISSUING LOST OR DESTROYED BALLOTS

A member who informs the Election Committee that he/she has either lost or did not receive a ballot, shall be issued another ballot on the following conditions:

- The Elections Committee has a record of sending out a ballot to the member seeking a new ballot;
- The member submits the signed affidavit attesting to the lost ballot. A copy of the affidavit will be made available upon request.

The original ballot, along with its return envelope, which the member claims to be lost, destroyed, or never delivered, shall be considered null and void.

10. TIME FRAMES

The last day to return a ballot is July 25, 2018.

Ballots will be counted on August 9, 2018 under the supervision of the Elections Committee.

All candidates will be advised immediately of the results of the election on completion of the counting of the ballots. The results of the election shall be reported to the membership through an official Union media release and through the Union's website within one (1) day of the results being finalized.

The ballots and all other records pertaining to nominations and elections, including the membership mailing list which was used to send the notices of the nominations and elections, shall be preserved for not less than one year by the Election Committee. At the end of the one-year period, the Election Committee may pass a motion to destroy the ballots.

In the event of a mail disruption at the time of the election, the Election Committee shall have the right to make decisions regarding time frames and alternate voting procedures.

11. CHALLENGES TO THE ELECTION

All challenges to an election by a candidate shall be submitted to the Chair of the Election Committee not more than fifteen (15) calendar days after the close of the election period. The election period concludes on the day the results are publicly declared by FFAW.

The Election Committee shall consider any such challenge and such remedial action as they deem appropriate within thirty (30) days of the challenge being filed. Irregularity in procedure shall not automatically invalidate an election.

Not more than fifteen (15) days after the decision of the Election Committee on the challenge, the aggrieved party may appeal the Election Committee's decision to the Executive Board. If the challenge relates to a sitting Union Officer or member of the Executive Board, that Executive Board member shall not attend at or participate in any meetings or discussions related to the election challenge. The decision of the Executive Board is final.

12. SPOILED BALLOTS

A ballot shall be considered spoiled under the following circumstances:

- A candidate is written in for an election for which that candidate was not properly nominated
- More than one candidate for a particular election is selected
- A ballot is defaced in any way

Each member must use the postage-paid envelope provided to them. The ballots of more than one member cannot be included in the same postage-paid envelope. Any envelope containing the ballots of more than one member shall be considered spoiled and shall not be counted.

TIME FRAMES FOR THE 2018 ELECTION OF FFAW'S EXECUTIVE BOARD

PRE-VOTE PERIOD

Notice of election posted by the Union in local newspapers and in a press release on **May 9, 2018.**

Mail out of Election Forms and Election Rules and Procedures on **May 9, 2018.**

Last day to finalize the Voter List and provide a copy to the Elections Committee is **May 24, 2018.**

Last day to submit nomination papers is **May 28, 2018.**

Election Committee reviews nominations and finalizes the list of candidates on **June 1, 2018.**

BALLOT PERIOD

Ballots to be mailed out to members in good standing on **June 22, 2018.**

Last day for ballots to be received by the Election Office is **July 25, 2018.**

Ballots in the mail picked up on the morning of **July 26, 2018** will also be included.

Ballots will be counted on **August 9, 2018.**

Installation of the new Executive Board will be on **November 4, 2018.**

APPENDIX 'A'

CANADA)
PROVINCE OF NEWFOUNDLAND)
AND LABRADOR)
TO WIT:)

AFFIDAVIT OF NOMINEE FOR 2018 FFAW EXECUTIVE BOARD ELECTION

I, _____, of _____, in the Province of Newfoundland and Labrador, member in good standing of the Fish Food and Allied Workers-Unifor Union (FFAW), MAKE OATH AND SAY:

1. THAT I am seeking to be nominee for the position of _____ the election for which is occurring in 2018 as part of the FFAW executive board election.

2. THAT I have
 - A. not been at any time within the past three years a member, officer, or director of an association or organization that has sought or seeks to represent through collective bargaining people who are represented by FFAW-Unifor for that purpose; or

 - B. renounced my membership in such an association or organization at least 12 months prior to the date of my nomination acceptance and am attaching hereto as Appendix "A" written proof of such renunciation of membership.

3. THAT I understand that knowingly making a false statement in a sworn affidavit constitutes perjury pursuant to section 131(1) of the *Criminal Code of Canada*.

SWORN BEFORE ME at)
_____)
in the Province of)
Newfoundland and)
Labrador this ___ day of)
_____, 20)
_____)
_____)

A Commissioner for Oaths in
and for the Province of Newfoundland
and Labrador

Member Signature

Member Name (Print)