



Customs and Immigration Union Syndicat des Douanes et de l'Immigration

DOCUMENT #1

DEFINITIONS

Branch Elections

NEC

NEC is the Nominations Elections Committee. The Chair and Secretary of the NEC are appointed by the outgoing Branch Executive. The Chair and Secretary have the option to then appoint Returning Officers as required. The Chair, Secretary, and Returning Officer(s) (if any) then form the Branch Nominations Elections Committee.

MEMBER vs. RAND

While anyone who belongs to a union's bargaining unit pays union dues, that does not mean all those in the bargaining unit are members. Here's why.

A landmark legal decision followed a strike in Windsor, Ontario, involving 17,000 Ford workers. Justice Ivan RAND granted the union, as part of the settlement to the Ford Labour dispute in 1945-46, the compulsory check-off of union dues. Rand ruled that all workers in a bargaining unit benefited from a union-negotiated contract. Therefore, he reasoned they must pay union dues, although they did not have to join the union. This decision means that unless workers sign a union card, they are considered a RAND: they are not members of the union; which also means **a RAND cannot run for or hold union office, cannot vote** for the election of their union representatives, **cannot submit bargaining demands, cannot grieve** unless it is for a matter related to the collective agreement, **cannot have union representation** on any issue not related to the collective agreement, and **cannot take advantage of membership benefits** (like Group Life Insurance) negotiated by the union for its members.

To be able to cast a vote, a worker belonging to a union's bargaining unit must become a member of the union by completing, signing, and returning a membership application card.

MEMBER IN GOOD STANDING

Members in good standing are the only ones who can either run for election or vote.

A member in good standing is someone:

1. who is currently paying union dues;
2. who has signed a PSAC Membership Application Card; and
3. whose membership is not under suspension.

MEMBER ON LWOP

Members on Leave Without Pay for reasons of disability, maternity leave, paternity, adoption or care of family members, as well as dues paying and non-dues paying seasonal indeterminate or equivalent members are defined as members in good standing.

Since the PSAC has no automatic process in place to determine the employment status of Members when dues are ceased, it is necessary for any member who wishes to maintain his/her membership in good standing, while one is in the situation(s) mentioned above, to make a written request to the PSAC National President asking to remain in good standing.

DAY

For the purpose of this Branch Elections Kit, a day is a calendar day, unless otherwise specified.



ELECTIONS TIMETABLE

All CIU Branches

Branch Rule 12	Section	Action Dates
Outgoing Branch Executive shall appoint a Chair and Secretary at the NEC	15 (a)	No later than September 2, 2014
Branch Secretary notifies National Office of Chair and Secretary, NEC: (Min 21 days prior to last day of Convention)	19 (1)	No later than September 14, 2014
NEC posts Timetable: (Min 14 days prior to last day of Convention)	19 (5) (a)	No later than September 21, 2014
Nominations period: 14 days (14 days after the last day of Convention)	19 (5) (b)	Start date: October 6, 2014 End date: October 19, 2014 (by midnight – local time)
Campaigning period: 14 days	19 (5) (c)	Start date: October 20, 2014 End date: November 2, 2014 (by midnight – local time)
Member must advise of need for advanced polling by: (14 days prior to 1st day of voting)	19 (5) (d)	October 20, 2014
Advanced polling period: 7 days	19 (5) (e)	Start date: October 27, 2014 End date: November 2, 2014
Voting period: 14 days: (Following end of Campaign period)	19 (5) (f)	Start date: November 3, 2014 End date: November 16, 2014 (by midnight – local time)
Advise all candidates of results:		November 16, 2014
Post results and advise National Office:		November 17, 2014
Appeal period 14 days If all candidates are acclaimed:	19 (5) (g) (i)	Start date: October 20, 2014 End date: November 2, 2014 (by midnight – local time)
Appeal period 14 days If at least one position is being contested (If voting needs to take place):	19 (5) (g) (ii)	Start date: November 17, 2014 End date: November 30, 2014 (by midnight – local time)

If all positions are acclaimed, results are posted on October 20, 2014.

In case of a tie vote, the NEC will contact the CIU National Office for guidance on the tie-breaking voting procedure to follow.



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

FORM #1
(FOR INTERNAL USE)
PLEASE PRINT
& FAX to
(613) 723-7895

NOTIFICATION

To National Office (Chair & Secretary, NEC)

Instructions

1. To be completed by current Branch Executive.
2. Indicate names, addresses, telephone numbers, and PSAC I.D. numbers of Chair and Secretary appointed to the Nominations Elections Committee.
3. **Once completed, fax or send a scanned copy of this form immediately to the CIU National Office.**
(Fax: (613) 723-7895, e-mail: cecile.vf@ciu-sdi.ca)

NOMINATIONS ELECTIONS COMMITTEE

Chair

Name _____

Home mailing address _____

Home e-mail address _____

Telephone numbers h: _____ w: _____

PSAC I.D. number _____

Secretary

Name _____

Home mailing address _____

Home e-mail address _____

Telephone numbers h: _____ w: _____

PSAC I.D. number _____

Branch Rules, Rule 12, Section 15, Sub-sections (a) and (b) provide for the following:

The outgoing Branch Executive shall:

- (a) Appoint a Chair and a Secretary for the NEC, no later than one month before the opening date of National Convention; and
(b) Immediately after appointing a Chair and a Secretary of the NEC, advise the National President as to the names, addresses, and telephone numbers or other pertinent contact information such as e-mails of the appointees.

Date received at the CIU National Office _____



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

FORM #2
(FOR INTERNAL USE)
PLEASE PRINT
& FAX to
(613) 723-7895

COMMITTEE & TIMETABLE

Branch Elections

Instructions

1. To be completed by the Nominations Elections Committee (NEC), as per the election timetable, provided by the CIU National Office.
2. Post in every Branch work site.

NOMINATIONS ELECTIONS COMMITTEE

Chair

(Name)

(Work site)

(Work phone)

Secretary

(Name)

(Work site)

(Work phone)

Returning Officer

(Name)

(Work site)

(Work phone)

Returning Officer

(Name)

(Work site)

(Work phone)

Returning Officer

(Name)

(Work site)

(Work phone)

POSTING DATE

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TIMETABLE

Nominations Period

First Day October 6, 2014

Last Day October 19, 2014

(by midnight – local time)

Campaigning Period

First Day October 20, 2014

Last Day November 2, 2014

(by midnight – local time)

Advanced Polling Period

Must Advise of Need by:

First Day October 27, 2014

Last Day November 2, 2014

Voting Period

First Day November 3, 2014

Last Day November 16, 2014

(by midnight – local time)

Appeal Period

If all candidates are acclaimed:

First Day October 20, 2014

Last Day November 2, 2014

(by midnight – local time)

Appeal Period

If voting needs to take place:

First Day November 17, 2014

Last Day November 30, 2014

(by midnight – local time)



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

FORM #3
PLEASE PRINT

NOMINATION

Branch Elections

NOMINATION

I, _____ of the Customs and Immigration Union,
_____ Branch, PSAC I.D. # _____
working at _____ (name of work site) nominate _____
to the position of _____ and I sign this _____ day of _____, 2014.
Co-Sponsor _____, PSAC I.D.# _____
(signature)
Date _____
Place _____
Sponsor _____
(signature)

ACCEPTANCE

I, _____, accept the candidacy to the position of _____
_____ and declare, if elected, to undertake with loyalty and diligence,
all responsibilities entrusted in me. I have signed this _____ day of _____, 2014.
Candidate _____
(signature)
Phone numbers where I may be reached after Nominations and Voting Periods:
H) _____ W) _____

Candidate's coupon

ACKNOWLEDGEMENT

_____, PSAC I.D.# _____,
is hereby accepted as a candidate for the election to the office of _____
Date _____
Secretary, NEC _____
(signature)
Returning Officer (when applicable) _____
(signature)



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

FORM #4
PLEASE PRINT
AND POST

CANDIDATES

Branch Elections

Instructions

1. To be completed by the Nominations Elections Committee.
2. Enter the titles of positions elected / acclaimed.
3. Enter the full name of each candidate whose nomination was accepted, as well as their respective worksites.
4. Enter the posting date, then post in every Branch work site.

CANDIDATES

Position title:

Position title:

Position title:

Position title:

Position title:

POSTING DATE

TIMETABLE

Campaigning Period

First Day _____

Last Day _____

Advanced Polling Period

Must Advise of Need by:

First Day _____

Last Day _____

Voting Period

First Day _____

Last Day _____

Appeal Period

If candidates are acclaimed:

First Day _____

Last Day _____

Appeal Period

If position contested:

First Day _____

Last Day _____



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

FORM #5
(FOR INTERNAL USE)
PLEASE PRINT
& FAX to
(613) 723-7895

NOTIFICATION

To National Office (Elected / Acclaimed Branch Executive)

Instructions

1. To be completed by the Nominations Elections Committee.
2. Fully indicate name, home mailing address, PSAC I.D. number, and contact telephone numbers of each successful candidate for Branch Executive positions below.
3. **Once completed, fax or send a scanned copy of this form immediately to the CIU National Office.**
Fax: (613) 723-7895, e-mail: cecile.vf@ciu-sdi.ca

DATE RESULTS WILL BE POSTED

Position title _____

Name _____ PSAC I.D. _____

Address _____ (phone-h) _____

_____ (phone-w) _____

Position title _____

Name _____ PSAC I.D. _____

Address _____ (phone-h) _____

_____ (phone-w) _____

Position title _____

Name _____ PSAC I.D. _____

Address _____ (phone-h) _____

_____ (phone-w) _____

Position title _____

Name _____ PSAC I.D. _____

Address _____ (phone-h) _____

_____ (phone-w) _____

Date received at the CIU National Office _____



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

FORM #6
PLEASE PRINT
AND POST

RESULTS

Branch Elections

POSTING DATE

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Instructions

1. To be completed by the Nominations Elections Committee: a) following the voting period, after ballots are counted, or b) following the nominations period, if all positions are acclaimed.
2. Notify all candidates of the results prior to posting.
3. Fully indicate names and work sites of each successful candidate below.
4. Post copies of this completed form in all work locations of the Branch as soon as possible after the vote count, or after the Nominations Period if all positions are acclaimed.

Position	_____
	(Title)

	(Work site)

	(Name)
Position	_____
	(Title)

	(Work site)

	(Name)
Position	_____
	(Title)

	(Work site)

	(Name)
Position	_____
	(Title)

	(Work site)

	(Name)

Branch Rules, Rule 12, Section 20, Sub-section (f), Paragraph (ii) provides for the following:

(ii) On the first date after the voting period, publish and/or post the names of the successful Candidates in all work locations of the Branch.

Note: If all positions are acclaimed, posting occurs on the first day after the close of nominations.



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FORM #7
PLEASE PRINT
& MAIL OR FAX to
(613) 723-7895

CHALLENGE

Branch Elections

Instructions

1. This form must be received by the National President (mail to: 1741 Woodward Drive, Ottawa, ON K2C 0P9; or fax to: (613) 723-7895) for referral within 10 calendar days after the *FORM #6: RESULTS Branch Elections* is posted by the Nominations Elections Committee.
2. Complete one *CHALLENGE form* for each elected position challenged.
3. Attach a separate sheet identifying all Sections, Sub-sections, Paragraphs, and/or Sub-paragraphs of Branch Rule 12 that are alleged to have been infringed during the course of the Branch Elections, and substantiate the allegations with all substantive evidence (documentation, written details, dates, names, signed statements – avoiding hearsay).

Date Branch Elections Results Posted _____

Date Appeal Submitted _____

Elected Position Being Appealed ☐ Branch President
☐ Other Branch Position (specify) _____

10 Appellants (must be Members of the Branch)

	Member's name (please print)	PSAC I.D. #	Member's signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Branch Rules, Rule 12, Section 23, Sub-sections (1) – (6) provide for the following:

- (1) On the first date results of the elections are published and/or posted, an appeal may be presented to the election of the Branch President or to the election of any other Branch Officer. Said appeal is to be presented within ten (10) calendar days, in writing; signed by ten (10) members in good standing; and submitted to the CIU National President.
- (2) Upon receipt of an appeal or a complaint, the National President may appoint a National Vice-President to obtain additional information from the complainants and/or from the Chair or Secretary of the NEC to better assess the validity of the appeal or complaint.
- (3) When the National President is satisfied about having all the information required to make a decision, s/he may refer the matter to the Branch Executive, when the appeal or complaint involves any position on the Branch Executive except Branch President; or refer the matter to the National Executive when the appeal or complaint involves a Branch President.
- (4) The National Executive may order new Branch elections to take place for one or more positions (this order can be for a complete or partial election timetable).
- (5) Decisions on challenges shall be reviewed by the CIU National Board of Directors.
- (6) In the event of an appeal involving the CIU National Executive, all documents in possession of the NEC shall be forwarded to the CIU National Office, to be dealt with by the CIU National Board of Directors at its next meeting.

Date received at the CIU National Office _____



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

FORM #8
PLEASE PRINT,
POST & FAX to
(613) 723-7895

STEWARDS ELECTION NOTICE

Note

Given the term of office for CIU Stewards is the same as the term of office for Branch Executive Officers, Stewards elections must be undertaken immediately following Branch Executive elections, unless it was decided to run these two (2) elections simultaneously.

Nomination Forms

Please contact the Nominations Elections Committee for blank Nomination Forms, and return the completed forms to the Nominations Elections Committee no later than the closing date for Stewards nominations.

<p>Elections for Branch Steward will be held between</p> <p>_____ and _____</p> <p style="text-align: center;"><small>(start date) (closing date)</small></p> <p>Nominations for Branch Steward will be accepted between</p> <p>_____ and _____</p> <p style="text-align: center;"><small>(start date) (closing date)</small></p> <p>Nominations Elections Committee</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;">_____ <small>(Chair, Nominations Elections Committee)</small></td><td style="width: 50%; text-align: center;">_____ <small>(work location)</small></td></tr><tr><td style="text-align: center;">_____ <small>(Secretary, Nominations Elections Committee)</small></td><td style="text-align: center;">_____ <small>(work location)</small></td></tr></table>		_____ <small>(Chair, Nominations Elections Committee)</small>	_____ <small>(work location)</small>	_____ <small>(Secretary, Nominations Elections Committee)</small>	_____ <small>(work location)</small>
_____ <small>(Chair, Nominations Elections Committee)</small>	_____ <small>(work location)</small>				
_____ <small>(Secretary, Nominations Elections Committee)</small>	_____ <small>(work location)</small>				

Branch Rule 12, Sections 6, 7, and 8 provide for the following:

6. **Executive Stewards**
The Executive Stewards are elected at the meeting of the Steward Body by the Steward Body at its first meeting following the general elections for the same term as the elected Executive Officers.
7. **Chief Stewards**
The Chief Stewards are elected by the Stewards for the same term as the elected Executive Officers.
8. **Stewards**
(1) Stewards are elected by the membership in the Division they represent, for the same term as the elected Executive Officers.
(2) Where election of Stewards fails to provide results, Stewards are appointed by the Branch Executive for the same term as the elected Executive Officers.

Date received at the CIU National Office _____



Customs and Immigration Union
Syndicat des Douanes et de l'Immigration

FORM #9
PLEASE PRINT,
POST & FAX to
(613) 723-7895

NOTICE

Election or Appointment of Steward

Instructions

1. This Election / Appointment of Steward form must be completed subsequent to every Steward election / appointment; it must be completed by a member of the Nominations Elections Committee (when applicable) or by the Branch Secretary.
2. **Once completed, this form must be posted at the work location(s) where the elected / appointed Steward will represent CIU members, and faxed to the CIU National Office at (613) 723-7895 or scanned and sent by e-mail to Cecile.vf@ciu-sdi.ca**

<p>_____</p> <p>(date)</p> <p>To all CIU members working at</p> <p>_____</p> <p>(worksite-s)</p> <p>Please be advised _____ has been</p> <p>(name of elected / appointed Steward)</p> <p><input type="checkbox"/> elected, <input type="checkbox"/> appointed</p> <p>As a CIU Steward to represent you at your work location.</p> <p>In solidarity,</p> <p>_____ (Signature, Branch President)</p> <p>_____ (Name, Branch President)</p>

Branch Rule 12, Sections 6, 7, and 8 provide for the following:

6. **Executive Stewards**
The Executive Stewards are elected at the meeting of the Steward Body by the Steward Body at its first meeting following the general elections for the same term as the elected Executive Officers.
7. **Chief Stewards**
The Chief Stewards are elected by the Stewards for the same term as the elected Executive Officers.
8. **Stewards**
(1) Stewards are elected by the membership in the Division they represent, for the same term as the elected Executive Officers.
(2) Where election of Stewards fails to provide results, Stewards are appointed by the Branch Executive for the same term as the elected Executive Officers.

NOTE:

Rule 12, Section 23 of the CIU Branch Rules provides for an appeal period of ten (10) calendar days during which members of the Branch may appeal the election of any Branch Officer. Appointments may also be challenged if members feel due election procedures have not been carried out. Members challenging an election or appointment should use the Branch Elections Challenge form, which may be obtained from the Nominations Elections Committee, Branch Executive, or CIU National Office.

Date received at the CIU National Office _____