



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

2017

BRANCH ELECTIONS KIT

CIU-SDI
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DEFINITIONS

NEC

Each CIU Branch must have a Nominations Elections Committee (NEC). 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, it 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, and therefore should 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, and they are not members of the union. This also means **RAND workers 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** negotiated by the union for its members.

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

MEMBERS 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 has signed a PSAC Membership Application Card; and
2. Who is currently paying union dues.

MEMBERS 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, and 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 payments cease, it is necessary for members who wish to maintain their membership in good standing while in any of the situations mentioned above to make a written request to the PSAC National President, asking to remain in good standing.

DAY/MONTH/TIME

For the purpose of this Branch Elections Kit, a day is a calendar day, and a month will consist of thirty (30) days, unless otherwise specified. The abbreviations EST and EDT will refer to Eastern Standard Time and Eastern Daylight Time, respectively.

NATIONAL OFFICE, NATIONAL CONVENTION AND NATIONAL CIU WEBSITE

For the purpose of the current document, the National Office, located in Ottawa, ON, will be referred to as N.O. when necessary. Similarly, the National Convention will be referred to as N.C. Furthermore, the national CIU website (www.ciu-sdi.ca) will be referred to as "the CIU website".



ELECTIONS TIMETABLE

– NO MAIL-IN BALLOT SCHEDULE –

Please note:

1. This schedule applies to all CIU branches **not using mail-in ballots**. If mail-in ballots are used, please refer to the Branch Elections Kit Document #3, *Elections Timetable – Mail-in Ballot Schedule*.
2. The CIU National Office will provide a list of members/Rands to each Branch with the elections timetable.

	Branch Rule 12	Section(s)	Action Dates (2017)
	Timetable posted on CIU website	21 (1) (b)	Aug. 30
	Outgoing Branch Exec. appoints the NEC Chair & Secretary, notifies National Office (N.O.) of appointments	16 (a) (b)	Aug. 30
	N.O. posts contact information of appointed NEC Chair and Secretary on CIU website	21 (1) (c)	Aug. 31
	Nominations period	20 (3) (d)	Oct. 2 to Oct. 8 (midnight local time)
	Members notify NEC of advanced polling need	20 (3) (f)	Aug. 31 to Oct. 2
	NEC notifies N.O. that no mail-in ballot will be needed, provides N.O. with names of candidates	23 (c) (vii) (1) (3)	Oct. 9 (no later than noon EDT)
	N.O. posts names of candidates on CIU website	21 (1) (e)	Oct. 9
Acclamations	If a candidate is running unopposed for any one position, N.O. posts results on CIU website for that position	21 (1) (f)	Oct. 9
	Appeal period if <i>all</i> candidates in an election are acclaimed	20 (5) (k) (i)	Oct. 9 to Oct. 15 (midnight local time)
	Campaigning period	20 (3) (e)	Oct. 9 to Oct. 15 (midnight local time)
	Advanced polling period (if required)	20 (3) (g)	Oct. 9 to Oct. 15
	Voting period	20 (3) (h)	Oct. 16 to Nov. 5 (5 p.m. local time)
	Counting ballots	23 (f) (i) (2)	Nov. 5 (5 p.m. local time)
	NEC notifies all candidates and N.O. of results	23 (g)	Nov. 6 (no later than noon EST)
	National Office posts results on CIU website	23 (g) (ii)	Nov. 6
	Appeal period (if voting took place)	20 (3) (k) (ii)	Nov. 7 to Nov. 13 (midnight local time)
Tie-breaking (if required)	Tie-breaking voting period	20 (l)	Nov. 7 to Nov. 27 (5 p.m. local time)
	Counting ballots	23 (f) (i) (1)	Nov. 27 (5 p.m. local time)
	NEC notifies candidates and N.O. of tie-breaking vote results	23 (g)	Nov. 28 (no later than noon EST)
	N.O. post results of tie-breaking vote on CIU website	23 (g) (ii)	Nov. 28
	Tie-breaking appeal period	20 (o)	Nov. 29 to Dec. 5 (midnight local time)



ELECTIONS TIMETABLE

– MAIL-IN BALLOT SCHEDULE –

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2. The CIU National Office will provide a list of members/Rands to each Branch with the elections timetable.

	Branch Rule 12	Section(s)	Action Dates (2017)
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	N.O. posts contact information of appointed NEC Chair and Secretary on CIU website	21 (1) (c)	Aug. 31
	Nominations period	20 (3) (d)	Oct. 2 to Oct. 8 (midnight local time)
	Members notify NEC of advanced polling need	20 (3) (f)	Aug. 31 to Oct. 2
	NEC notifies N.O. of mail-in ballot need, provides N.O. with names of candidates	23 (c) (vii) (1) (3)	Oct. 9 (no later than noon EDT)
	N.O. posts names of candidates on CIU website	21 (1) (e)	Oct. 9
Acclamations	If a candidate is running unopposed for any one position, N.O. posts results on CIU website for that position	21 (1) (f)	Oct. 9
	Appeal period if all candidates in an election are acclaimed	20 (5) (k) (i)	Oct. 9 to Oct. 15 (midnight local time)
	Campaigning period	20 (3) (e)	Oct. 9 to Oct. 15 (midnight local time)
	Advanced polling period (if required)	20 (3) (g)	Oct. 9 to Oct. 15
	Mail-in ballots distribution	20 (3) (i)	Oct. 9 to Oct. 22 (midnight local time)
	Voting period	20 (3) (h)	Oct. 16 to Nov. 5 (5 p.m. local time)
	Waiting period for reception of mail-in ballots	20 (3) (j)	Nov. 6 to Nov. 12 (5 p.m. local time)
	Counting ballots	23 (f) (i) (1)	Nov. 12 (5 p.m. local time)
	NEC notifies all candidates and N.O. of results	23 (g)	Nov. 13 (no later than noon EST)
	National Office posts results on CIU website	23 (g) (ii)	Nov. 13
	Appeal period (if voting took place)	20 (3) (k) (ii)	Nov. 14 to Nov. 20 (midnight local time)
Tie-breaking (if required)	Tie-breaking mail-in ballots distribution	22 (1) (a)	Nov. 14 to Nov. 20 (midnight local time)
	Tie-breaking voting period	20 (l)	Nov. 14 to Dec. 4 (5 p.m. local time)
	Waiting period for reception of mail-in ballots	20 (3) (n)	Dec. 5 to Dec. 11 (5 p.m. local time)
	Counting ballots	23 (f) (i) (2)	Dec. 11 (5 p.m. local time)
	NEC notifies candidates and N.O. of tie-breaking vote results	23 (g)	Dec. 12 (no later than noon EST)
	N.O. post results of tie-breaking vote on CIU website	23 (g) (ii)	Dec. 12
	Tie-breaking appeal period	20 (o)	Dec. 13 to Dec. 19 (midnight local time)



BRANCH: _____

NOTIFICATION TO NATIONAL OFFICE

– EXECUTIVE APPOINTMENTS OF NEC CHAIR & SECRETARY –

Instructions

- To be completed by current Branch Executive. Indicate the contact information of Chair and Secretary appointed to the Nominations Elections Committee (NEC).
- Email (reps@ciu-sdi.ca) or fax (613.723.7895) a copy of this form to the CIU N.O. by August 30, 2017**, so that the relevant information may be posted on the CIU website.

NEC Chair & Secretary

Chair	Name	_____
	Home mailing addr.	_____
	Home email	_____
	Telephone numbers	Home: _____ Work: _____
	PSAC I.D. number	_____

Secretary	Name	_____
	Home mailing addr.	_____
	Home email	_____
	Telephone numbers	Home: _____ Work: _____
	PSAC I.D. number	_____

Branch Rule 12, Section 16, Sub-sections (a) and (b), prescribe that:

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 the CIU National Convention.*

(b) *Immediately after appointing a Chair and a Secretary of the NEC, advise the CIU National President as to the names, addresses, and telephone numbers or other pertinent contact information such as e-mails of the appointees.*

Branch Rule 12, Section 19, prescribes that:

(1) *The Chair, Secretary, and Returning Officers, shall constitute the NEC.*

(2) *The Branch Secretary shall advise the CIU National Office of the names, contact information and addresses of the NEC Chair and Secretary, appointed by the Branch Executive in keeping with Section 16 of this Rule, no later than three weeks prior to closing date of the CIU National Convention.*

Date received at the CIU National Office [YYYY-MM-DD]: _____



BRANCH: _____

NOTIFICATION TO NATIONAL OFFICE

– REGARDING COMPOSITION OF BRANCH NEC –

Instructions

1. To be completed by the Nominations Elections Committee (NEC), as per the relevant election timetable (please refer to Document #2 or #3 of the Branch Elections Kit).
2. Once completed, immediately **email (reps@ciu-sdi.ca) or fax (613.723.7895) a copy of this form to the CIU N.O.**

Nomination Elections Committee

Chair	_____
	<i>Name</i>

Secretary	_____
	<i>Name</i>

Returning Officer	_____
	<i>Name</i>

Returning Officer	_____
	<i>Name</i>

Returning Officer	_____
	<i>Name</i>

Date received at the CIU National Office [YYYY-MM-DD]: _____



BRANCH: _____

NOMINATION FORM

Nomination

I, _____, of the Customs and Immigration Union,
Name of Sponsor
 _____ Branch, PSAC I.D. # _____
Name of Branch
 working at _____ nominate _____
Worksite Name of Candidate
 to the position of _____ and I sign this _____ day of _____, 2017, in
 the city of _____, in the province of _____.

Sponsor's signature _____

Co-Sponsor's signature _____

Co-Sponsor's PSAC I.D. # _____

Acceptance

I, _____, accept the candidacy to the position of
Name of Candidate
 _____ and declare, if elected, to undertake with loyalty and diligence
 all responsibilities entrusted to me. I have signed this _____ day of _____, 2017, in the city
 of _____, in the province of _____.

Candidate's signature _____

Candidate's phone # Home: _____ Work: _____

Candidate's coupon

Acknowledgement

_____, PSAC I.D. # _____, is hereby
Name of Candidate
 accepted as a candidate for the election to the office of _____.

Date _____

NEC Chair's or Secretary's signature _____

Returning Officer's signature (when applicable) _____



BRANCH: _____

CANDIDATES

Instructions

1. To be completed by the NEC.
2. **Please use as many copies of this form as is necessary**, depending on the number of positions to be filled.
3. **Email (reps@ciu-sdi.ca) or fax (613.723.7895) a copy of this form to the CIU National Office by October 9, 2017, no later than noon EDT**, so that the relevant information may be posted on the national CIU website.

Position Title:	_____
Candidate 1	Full name: _____ Worksite: _____
Candidate 2	Full name: _____ Worksite: _____
Candidate 3	Full name: _____ Worksite: _____
Candidate 4	Full name: _____ Worksite: _____
Candidate 5	Full name: _____ Worksite: _____
Candidate 6	Full name: _____ Worksite: _____

Position Title:	_____
Candidate 1	Full name: _____ Worksite: _____
Candidate 2	Full name: _____ Worksite: _____
Candidate 3	Full name: _____ Worksite: _____
Candidate 4	Full name: _____ Worksite: _____
Candidate 5	Full name: _____ Worksite: _____
Candidate 6	Full name: _____ Worksite: _____

Position title:	_____
Candidate 1	Full name: _____ Worksite: _____
Candidate 2	Full name: _____ Worksite: _____
Candidate 3	Full name: _____ Worksite: _____
Candidate 4	Full name: _____ Worksite: _____
Candidate 5	Full name: _____ Worksite: _____
Candidate 6	Full name: _____ Worksite: _____

Date received at the CIU National Office [YYYY-MM-DD]: _____



BRANCH: _____

MAIL-IN BALLOT NOTIFICATION

Instructions

- To be completed by the NEC.
- Please **email (reps@ciu-sdi.ca) or fax (613.723.7895) a copy of this form to the CIU N.O. by October 9, 2017, noon EDT.**

Will mail-in ballots be used for the Branch Elections?

- Please check: Yes, mail-in ballots **will** be used No, mail-in ballots **will not** be used

If YES:

- Please follow the timetable outlined in the Branch Elections Kit Document #3, *Elections Timetable – Mail-In Ballot Schedule*.
- Indicate whether the ballots are to be mailed out by the CIU National Office or by the Branch NEC.
Please check:
 - Ballots will be mailed out by the CIU National Office
 - Ballots will be mailed out by Branch NEC
- In both cases, it is understood that the Branch will cover postage costs: _____
Signature of Branch NEC Chair or Secretary

If NO:

- Please follow the timetable outlined in the Branch Elections Kit Document #2, *Elections Timetable – No Mail-In Ballot Schedule*.

Branch Rules, Rule 12, Section 22, prescribes that:

- (1) Mail ballots must:
- Be mailed out/distributed by the end of the seventh day of the three-week voting period;
 - Use the double envelope system instructing:
 - Voters to place their returning address only on the outer envelope;
 - The NEC to open all outer envelopes and place all inner envelopes unopened together at the same time;
 - The NEC to open all inner envelopes at the same time and only when ballots are counted;
 - Be post-marked by the last date of the three-week voting period; and
 - Be received by 5:00 p.m. local time on the last date of the mail-in ballot waiting period.

Branch Rules, Rule 12, Section 23, Sub-section (a), prescribes that:

The NEC shall assume all responsibilities for carrying out the electoral process as follows and in keeping with the election timetable established by Section 20 of this Rule:

- (a) Mail Ballot
- As its first order of business, the NEC shall:
- Advise the CIU National Office whether or not any vote shall be conducted by mail ballot, and
 - If mail ballot method is used, whether the ballots are to be mailed out/distributed by the CIU National Office or by the NEC (Branch to cover postage costs).

Date received at the CIU National Office [YYYY-MM-DD]: _____



BRANCH: _____

NOTIFICATION OF RESULTS

Instructions

1. To be completed by the NEC: after any position is acclaimed, and/or after counting of ballots, following a vote.
2. Enter the required information for each position below – **Please use as many copies of this form as is necessary.**
3. **Notify candidates** and **email (reps@ciu-sdi.ca) or fax (613.723.7895) a copy of this form to the CIU N.O.** so that the relevant information may be posted on the national CIU website.
4. **Please refer to the proper Elections Timetable (either the *Mail-In Ballot Schedule* or the *No Mail-In Ballot Schedule*) for the exact date(s) when the Notification of Results form should be communicated to the CIU N.O.**

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Position Title: _____

Full name: _____ Worksite: _____

Address: _____ PSAC I.D.: _____

Home Tel.: _____ Work Tel.: _____ Home Email: _____

Date received at the CIU National Office [YYYY-MM-DD]: _____



BRANCH: _____

APPEAL OF RESULTS

Instructions

1. This form must be received by the National President within seven (7) calendar days after the Branch elections results are posted on the CIU N.O. website. Refer to the proper *Elections Timetable* (either the *Mail-In Ballot Schedule* or the *No Mail-In Ballot Schedule*) for the beginning and end dates of the relevant appeal period.
2. Complete one *Appeal of Results* form for each elected position that is being challenged, and **mail (1741 Woodward Dr., Ottawa, ON, K2C 0P9), email (reps@ciu-sdi.ca) or fax (613.723.7895) the completed form to the CIU N.O.**
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 with all substantive evidence (documentation, written details, dates, names, signed statements – avoiding hearsay).
4. **Please note:** As per Rule 12, Section 27, an appeal or complaint may not be presented if it relates to:
 - Any Branch election information posted on the CIU website as per Branch Rule 12, Section 21; or
 - A mail ballot not counted because it was received after 5:00 p.m. local time on the last date of the one-week mail-in ballot waiting period.

Date relevant Branch Elections results posted on national website (YYYY-MM-DD): _____

Elections results being appealed (specify position – e.g. “President”): _____

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 26, Sub-sections (1)-(6) prescribes that:

- (1) An appeal may be presented to the election of the Branch President or to the election of any other Branch Officer commencing on the first date results of the elections are posted on the CIU website. Said appeal is to be:
- (a) presented within seven (7) calendar days;
 - (b) submitted in writing;
 - (c) signed by ten (10) members in good standing; and
 - (d) submitted to the CIU National President.
- (2) Upon receipt of an appeal or a complaint, the CIU National President may appoint a CIU 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 CIU National President is satisfied about having all the information required to make a decision, s/he may:
- (a) refer the matter to the Branch Executive, when the appeal or complaint involves any position on the Branch Executive except Branch President; or
 - (b) refer the matter to the CIU National Executive when the appeal or complaint involves a Branch President.
- (4) The CIU 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). (see By-Law 15.4)
- (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 [YYYY-MM-DD]: _____



BRANCH: _____

STEWARDS ELECTION OR NOMINATION

Instructions

1. To be completed by the Branch NEC. Please **email (reps@ciu-sdi.ca) or fax (613.723.7895) a copy of this form to the CIU National Office before October 1, 2017.**
2. The NEC, in consultation with the outgoing Branch Executive, will decide whether or not to hold the election for Stewards at the same time as or after the election of the new Branch Executive.
3. If Stewards are elected, 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.

If ELECTED:

- Branch Stewards can either be elected at the same time as the Branch Executive Officers, as part of the Branch Elections, or immediately after the election of the new Branch Executive. Please check:
 - Stewards will be elected at the same time as the Executive Officers
 - Stewards will be elected after the election of the new Branch Executive
- If Stewards are elected **at the same time as the Executive Officers**, please follow the regular election procedure, as would be done for any other position. This includes following the appropriate timetable (Branch Elections Kit Documents #3 or #4), and filling out all required forms.
- If Stewards are elected **after the election of the new Branch Executive**, please indicate the start and closing dates of the Stewards elections, and the start and closing dates of the nominations period for that election:
 1. Branch Steward elections will be held from _____ to _____
Start (YY-MM-DD) End (YY-MM-DD)
 2. Nominations will be accepted from _____ to _____
Start (YY-MM-DD) End (YY-MM-DD)
- N.B.: Stewards are elected by the membership in the Division they represent, for the same term as the elected Executive Officers.
- Please communicate all results using the *Notification of Results* form (Form #6).

If APPOINTED:

- Branch Stewards will be appointed by the new Branch Executive for the same term as the elected Executive Officers.
- Communicate all appointments using the *Notification of Results* form (Form #6).

Branch Rules, Rule 12, Section 9, prescribes that:

- (1) The NEC shall determine (in consultation with the outgoing Branch Executive) whether or not to hold the election for Stewards at the same time as or after the election of the new Branch Executive.
- (2) If elected, Stewards are elected by the membership in the Division they represent, for the same term as the elected Executive Officers.
- (3) If appointed, Stewards are appointed by the new Branch Executive for the same term as the elected Executive Officers.

Date received at the CIU National Office [YYYY-MM-DD]: _____