



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

2023

BRANCH ELECTIONS KIT

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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: In 1946, Justice Ivan Rand issued a landmark legal decision following a strike involving 17,000 Ford workers in Windsor, Ontario. As part of the settlement to the labour dispute, Rand granted the union 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, parental leave, 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 Kit, a day is a calendar day, a week consists of seven (7) days, and a month consists of thirty (30) days, unless otherwise specified. EST and EDT 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, any mention of the CIU website refers to the national CIU website (www.ciu-sdi.ca).

2023



MAIN ELECTIONS TIMETABLE

1. **Unless otherwise specified by the local Branch, 2023 Branch Elections will be conducted electronically (Branch Rule 12, Section 16). The electronic voting process will be coordinated by the CIU National Office and overseen by Intelivote.**
2. Branches which opt out of the electronic process will be responsible for issuing and collecting paper ballots. The *Main Elections Timetable* can be used for in-person voting. If using mail-in ballots, please refer to the *Supplemental Timetable*. **IMPORTANT:** In-person or mail-in ballots cannot be used in conjunction with electronic voting.
3. An asterisk below denotes that an action date was pushed back by a day to account for a holiday or a weekend.
4. Please forward any questions regarding the election timetable to elections@ciu-sdi.ca.

	Branch Rule 12	Section(s)	Action Dates (2023)
	Timetable posted on CIU website	22 (1) (b)	August 20
	Outgoing Branch Exec. appoints the NEC Chair & Secretary, notifies National Office (N.O.) of appointments	16 (a) (b)	August 20
	N.O. posts contact information of appointed NEC Chair and Secretary on CIU website	22 (1) (c)	August 23
	Nominations period	21 (3) (d)	September 25* to October 1 (midnight local time)
	N.O. posts names of candidates on CIU website	22 (1) (e)	October 2
Acclamations	If a candidate is running unopposed for any one position, N.O. posts results on CIU website for that position	22 (1) (f)	October 2
	Appeal period (if <i>all</i> candidates in an election are acclaimed)	21 (5) (k) (i)	October 3 to October 9 (midnight local time)
	Campaigning period	21 (3) (e)	October 2 to October 8 (midnight local time)
	Voting period	21 (3) (h)	October 9 to October 29 (5 p.m. local time)
	Counting ballots	24 (f) (i) (2)	October 29 (5 p.m. local time)
	NEC notifies all candidates and N.O. of results	24 (g)	October 30 (no later than noon EST)
	National Office posts results on CIU website	24 (g) (ii)	October 30
	Appeal period (if voting took place)	21 (3) (k) (ii)	October 31 to November 6 (midnight local time)
Tie-breaking (if required)	Tie-breaking voting period	21 (l)	October 30 to November 19 (5 p.m. local time)
	Counting ballots	24 (f) (i) (1)	November 19 (5 p.m. local time)
	NEC notifies candidates and N.O. of tie-breaking vote results	24 (g)	November 20 (no later than noon EST)
	N.O. post results of tie-breaking vote on CIU website	24 (g) (ii)	November 20
	Tie-breaking appeal period	21 (o)	November 21 to November 27 (midnight local time)

2023





SUPPLEMENTAL TIMETABLE

1. This timetable applies to Branches **using mail-in ballots**. If mail-in ballots are not used, please refer to the *Main Elections Timetable*. **IMPORTANT:** Branch Elections will be conducted electronically unless otherwise indicated by the Branch. Branches which opt out of the electronic process will be responsible for issuing and collecting ballots. In-person or mail-in ballots cannot be used in conjunction with electronic voting.
2. An asterisk below denotes that an action date was pushed back by a day to account for a holiday or a weekend. Please forward any questions regarding the election timetable to elections@ciu-sdi.ca.

	Branch Rule 12	Section(s)	Action Dates (2023)
	Timetable posted on CIU website	22 (1) (b)	Aug. 20
	Outgoing Branch Exec. appoints the NEC Chair & Secretary, notifies National Office (N.O.) of appointments	17 (a) (b)	Aug. 20
	N.O. posts contact information of appointed NEC Chair and Secretary on CIU website	22 (1) (c)	Aug. 23
	Nominations period	21 (3) (d)	Sept. 25* to Oct. 1 (midnight local time)
	Members notify NEC of advanced polling need	21 (3) (f)	Sept. 1 to Oct. 1
	NEC notifies N.O. of decision to use mail-in ballots	24 (c) (vii) (1) (3)	Oct. 2 (no later than noon EDT)
	N.O. posts names of candidates on CIU website	22 (1) (e)	Oct. 2
Acclamations	If a candidate is running unopposed for any one position, N.O. posts results on CIU website for that position	22 (1) (f)	Oct. 2
	Appeal period if all candidates in an election are acclaimed	21 (5) (k) (i)	Oct. 3 to Oct. 9 (midnight local time)
	Campaigning period	21 (3) (e)	Oct. 2 to Oct. 8 (midnight local time)
	Advanced polling period (if required)	21 (3) (g)	Oct. 2 to Oct. 8
	Mail-in ballots distribution	21 (3) (i)	Oct. 2 to Oct. 15 (midnight local time)
	Voting period	21 (3) (h)	Oct. 9 to Oct. 29 (5 p.m. local time)
	Waiting period for reception of mail-in ballots	21 (3) (j)	Oct. 30 to Nov. 5 (5 p.m. local time)
	Counting ballots	24 (f) (i) (1)	Nov. 5 (5 p.m. local time)
	NEC notifies all candidates and N.O. of results	24 (g)	Nov. 6 (no later than noon EST)
	National Office posts results on CIU website	24 (g) (ii)	Nov. 6
	Appeal period (if voting took place)	21 (3) (k) (ii)	Nov. 7 to Nov. 13 (midnight local time)
Tie-breaking (if required)	Tie-breaking mail-in ballots distribution	23 (1) (a)	Nov. 6 to Nov. 12 (midnight local time)
	Tie-breaking voting period	21 (l)	Nov. 13 to Dec. 3 (5 p.m. local time)
	Waiting period for reception of mail-in ballots	21 (3) (n)	Dec. 4 to Dec. 10 (5 p.m. local time)
	Counting ballots	24 (f) (i) (2)	Dec. 10 (5 p.m. local time)
	NEC notifies candidates and N.O. of tie-breaking vote results	24 (g)	Dec. 11 (no later than noon EST)
	N.O. post results of tie-breaking vote on CIU website	24 (g) (ii)	Dec. 11
	Tie-breaking appeal period	21 (o)	Dec. 12 to Dec. 18 (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 (elections@ciu-sdi.ca) to the CIU N.O.** 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 17, 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) *As soon as possible after appointing a Chair and a Secretary of the NEC, and no later than three (3) weeks prior to the closing date of the CIU National Convention, advise the CIU National President of the names, addresses, and telephone numbers or other pertinent contact information such as e-mail addresses of the appointees.*

Branch Rule 12, Section 20, prescribes that:
 (1) *The Chair, Secretary, and Returning Officers, shall constitute the NEC.*
 (2) *As soon as possible after appointing any Returning Officer to the NEC, the NEC Chair or Secretary shall advise the CIU National President of the names, addresses and telephone numbers or other pertinent contact information such as email addresses of the appointees.*

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 *Elections Timetable*.
2. Once completed, immediately **email (elections@ciu-sdi.ca) to the CIU N.O.**

Nomination Elections Committee	
Chair	<hr/> <i>Name</i> <hr/> <i>Work Site</i> <hr/> <i>Work Phone/Non-work Email</i>
Secretary	<hr/> <i>Name</i> <hr/> <i>Work Site</i> <hr/> <i>Work Phone/Non-work Email</i>
Returning Officer	<hr/> <i>Name</i> <hr/> <i>Work Site</i> <hr/> <i>Work Phone/Non-work Email</i>
Returning Officer	<hr/> <i>Name</i> <hr/> <i>Work Site</i> <hr/> <i>Work Phone/Non-work Email</i>
Returning Officer	<hr/> <i>Name</i> <hr/> <i>Work Site</i> <hr/> <i>Work Phone/Non-work Email</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 _____, 2023, 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 _____, 2023, 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) _____

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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 (elections@ciu-sdi.ca) a copy of this form to the CIU National Office** 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: _____

2023

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 (elections@ciu-sdi.ca) 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 Elections Timetable for the date(s) at which 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* 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) or email (elections@ciu-sdi.ca) 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 28, 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 22.

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 27, 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 (elections@ciu-sdi.ca) a copy of this form to the CIU National Office.**
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, 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 #5).

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 #5).

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]: _____