



CUPE Local 523 **Executive Nomination & Election Information**

NOMINATIONS

will be received at the regular membership meeting held:

Saturday February 4th, 2023, 10am

Location: Oliver at the Annex Building,

6161 Okanagan Street, Oliver, or via TEAMS

(The Teams Meeting LINK will be emailed closer to the meeting date)

Nominations for elected offices shall be received at the General Meeting, held in February of each year.

No nominations shall be accepted unless the member is in attendance or has filed consent in writing, witnessed and submitted by the closing of nominations.

No member shall be eligible for nomination if they are in arrears of dues and/or assessments.

No member may be elected to more than one office.

Nominations shall be closed during the General Meeting in February of each year.

POSITIONS UP FOR ELECTION

President (2 yr.), 1st Vice President (1yr.), Recording Secretary (2 yr.),
2nd Vice-President (1 yr.), 3rd Vice President (1 yr.), Indigenous Workers'
Representative (2 yr.), Trustee (3 yr.), Trustee (2 yr.), Trustee (1 yr.)
1 x Entertainment Committee (2 yr.)

[Click the QR code to read the job descriptions from our Local 523 Bylaws:](#)



POSITIONS DESCRIPTIONS

President

The office of the President shall be bonded for not less than ten thousand dollars (\$10,000.00) or as such other greater sum as may be decided at a special meeting, through the master bond held by the Canadian Union of Public Employees.

The President's Hours of Work:

The position of President will be a full time, 12 month salaried position that will be paid 40 hours per week, at the average full-time equivalent wage in the local, or the wage of their posting, whichever is greater. The President will work a flexible work week of 40 hours, with additional volunteer time as required. No overtime or time off in lieu will apply to any additional hours. The President shall remain an employee of their current employer, and be eligible for benefits, vacation, and all other rights as outlined in their unit's Collective Agreement.

The President is required to report any absence from work to the Secretary Treasurer. This information will provide a record of use for sick time, holiday allotment etc.

The President shall:

- a) Uphold the CUPE National Constitution, Local Union By-laws and the CUPE National Equality Statement.
- b) Oversee the operation of the Union and serve as an Executive Table Officer of the Union.
- c) Sign all official documents of the Local and preside over all meetings of the Local Union.
- d) Have a vote on all matters (except appeals against their rulings).
- e) Ensure that all Officers perform their assigned duties.
- f) Be a signing officer of the Local and ensure that the Local's funds are used only as authorized or directed by the CUPE Constitution, Local By-laws or vote of the membership.
- g) Serve as needed as a member of all committees of the Local, including Bargaining and Labour Management Committees.
- h) Attend various committee and council meetings outside of the Local.
- i) Be given the first option to attend the CLC Convention, the BC Fed Convention and CUPE conventions.
- j) Be ex-officio to all committees.
- k) Introduce new members and conduct them through the Oath of Membership.
- l) Conduct new Executive members through the Oath of Nomination and Office.
- m) Perform other business that pertains to the office of President, and which may be necessary for the proper functioning of the Local.
- n) At the end of the term, surrender all documents and properties of the Local to their successor or to the appropriate Executive Table Officer.
- o) Oversees any vacant Executive position until it's filled.
- p) Perform other such duties as the Executive or Constitution may direct.

1st Vice President

The 1st Vice President shall be an alternate signing officer of the Local and the Office of the 1st Vice President shall be bonded for not less than five thousand dollars (\$5,000.00), or such other greater sum as may be decided at a special meeting, through the master bond held by the Canadian Union of Public Employees. The 1st Vice President shall perform the duties of the President in the absence of that officer, and, in case of the resignation or death of the President, shall perform the duties of the President until such vacancy is filled as provided in these bylaws. The 1st Vice President shall also preside when called upon by the President and at times when the President may be temporarily unable to discharge the duties of that office.

The 1st Vice President shall:

- a) Chair the Shop Stewards Committee and the Grievance Committees;
- b) Manage the collection and file all pertinent information relative to grievances and process the grievances through the initial stages of the procedure contained in the appropriate Collective Agreement;
- c) Work in liaison with the President regarding all Steward and grievance matters.
- d) Organize and Chair the Local Shop Steward Annual Conference.
- e) Perform such duties and carry out such functions as the Executive Board may direct.
- f) Attend grievance meetings as required.
- g) Attend Units shop steward meetings as required.
- h) Perform other such duties as the Executive or Constitution may direct.

Recording Secretary

The Recording Secretary shall keep a correct, full and impartial record of the proceedings of each meeting of the Local Union and all the meetings of the Executive Board. Each record of proceedings shall include a copy of the full financial report presented by the Secretary-Treasurer in accordance with Article B.3.6. The Recording Secretary shall perform such other duties as the Executive or Constitution may direct.

- a) The Recording Secretary shall keep full and accurate account of all election results.
- b) The Recording Secretary shall be responsible for recording and distributing all correspondence.
- c) The Recording Secretary shall be an alternate signing officer of the Local and the Office of the Recording
- d) Secretary shall be bonded for not less than five thousand dollars (\$5,000.00), or such other greater sum as may be decided at a special meeting, through the master bond held by the Canadian Union of Public Employees.
- e) The Recording Secretary shall be responsible for maintaining the Locals membership database, which includes their contact information and beneficiary information.
- f) The Recording Secretary shall be responsible for maintaining the Locals membership email list.
- g) The Recording Secretary shall be responsible for issuing members union cards and welcome packages as applicable.
- h) The Recording Secretary shall oversee the organization of the online filing system and assist executive members with filing documents in the appropriate locations.

2nd Vice President

**** Note**—*the duties of the 2nd VP and 3rd VP may change if the proposed Bylaws are past.*

The 2nd Vice President shall:

- a) Act as the Local 523 Privacy Officer.
- b) Attend Okanagan Mainline District Council (LOCAL 523) meetings as one Local 523 delegate. In the event of the

1st Vice President being unable to perform their duties or the 1st Vice President being required to perform the duties of the President in the absence of that officer, the 2nd Vice President shall then perform the duties of the 1st Vice President.

- c) Act as Chair and/or liaison to the following committees:
 - a. Education Committee
 - b. Communications

- d) Other duties as assigned.

3rd Vice President

**** Note**—*the duties of the 2nd VP and 3rd VP may change if the proposed Bylaws are past.*

The 3rd Vice President shall:

- a) Act as sergeant at arms
- b) Act as Chair/liaison to the following committees:
 - a. Good and Welfare
 - b. Entertainment
- c) Other duties as assigned.

Indigenous Workers' Representative

The Indigenous Workers' Representative shall be a member who self-identifies as an Indigenous person. They will be a full member of the Executive board with voice and vote at all Executive and General meetings.

Trustees

The Trustees shall audit the books of the Secretary Treasurer and shall exercise general supervision over the property of the Local. Such general supervision shall include, but not be limited to, ensuring that the Secretary Treasurer complies with the provisions of Articles B.3.6 and B.3.7. Each year the Local shall elect one Trustee for a three-year period or, in the case of vacancies occurring, elect Trustees to fill only the unexpired terms in order to preserve overlapping terms of office.

- a) The Trustees shall examine the books and records of the Secretary Treasurer and inspect or examine all properties, bonds, and all other assets of the Local at least once each calendar year.
- b) At the completion of their audit, the Trustees shall submit in writing to the President and Secretary Treasurer any recommendations and/or concerns they feel should be reviewed in order to ensure that the Local's funds, records, and accounts are being maintained by the Secretary Treasurer in an organized, correct, and proper manner.
- c) The Trustees shall make a written report to the next General meeting of the Local Union following the audit on the condition of the funds and accounts, with such other information they may deem necessary to the efficient and honest administration of the Local, along with a copy of the written recommendations and/or concerns submitted to the Secretary Treasurer, and the Secretary Treasurer's written response.
- d) The Trustees shall send a copy of the completed audit report (on the prescribed form provided by the National Secretary-Treasurer), as well as a copy of their report to the Local Union membership along with a copy of their recommendations and/or concerns to the President and Secretary Treasurer and the Secretary Treasurer's response, to the National Treasurer of the Canadian Union of Public Employees, with a copy to the assigned servicing representative.
- e) Act as an auditing committee on behalf of the members and audit the books and accounts of the Secretary-Treasurer, the Recording Secretary, and the committees at least once every calendar year.
- f) A Trustee may not hold a position on the Executive Board of Local 523.

Entertainment Committee

*** Note—this position may not be available if the proposed Bylaws are past.*

The Entertainment Committee shall be comprised of the 3rd Vice President and three (3) other members. Subcommittees may be created on an ad-hoc basis to organize events.

The committee shall allocate funds to units from the Entertainment budget line. The committee may recommend and promote Local events

The committee shall submit reports and proposals to the Executive Board and membership.

ELECTION MEETINGS

If more than one member is interested in a position, then an election meeting will be held:

**Friday March 3rd &
Saturday March 4th, 2023**

**Location: Kelowna Area Office
Kelowna, or via TEAMS**

(The Teams Meeting LINK will be emailed closer to the meeting date)

ELECTION PROCESS

Elections shall be conducted by secret ballot at the General Election Meeting.

Immediately following the close of voting, the Returning Officer and their assistants shall proceed to count the ballots. Immediately upon completion of same, the Returning Officer shall report to the meeting the results of the vote.

A simple majority of votes cast shall be required before any candidate can be declared elected.

In person or online voting will take place via secret ballot.

- *Note, Please see our Local 523 Bylaws for more information*

NOMINEE CAMPAIGN RULES

The time between the closing of nominations and voting during CUPE Local 523 Local elections allows candidate to campaign to win the support of members. CUPE Local 523 supports and encourages campaigning however in fairness to all the following campaign rules have been implemented.

Nominees must conduct their campaigns in accordance with the following rules.

- Nominees shall comply with the CUPE Equality Statement, the CUPE National Constitution and the CUPE Local 523 bylaws including the CUPE Code of Conduct at all times.
- Nominees will be entitled to distribute campaign material through e-mail to all members the Local has contact information for. Nominees may request members provide their contacts information for the purposes of their campaign. The Union will forward campaign materials and will not provide member contact information for the purposes of the elections.
- Nominees will be entitled to contact the members through the Local e-mail distribution list a maximum of three times.
- The use of Employer email systems for campaigning purposes is not allowed and could result in Employer disciplinary action.
- Campaign strategies shall not include an offer of gifts or rewards in return for pledges of support [bribery], misrepresentations of what the nominee could or would do if elected [fraud], or references to another nominee that are misleading or untruthful [slander].
- Nominees who believe that there is a complaint to be made regarding the conduct of another nominee shall notify the National Rep. and the Local Table Officers of the complaint in writing. This will result in an investigation of the circumstances of the complaint.
- When a complaint is made toward another nominee and the investigation by the National Rep. and the Table Officers concludes that misconduct has occurred the National Rep. will disclose the finding at the election meeting.
- Nominees will be entitled to speak or have a statement read aloud at each voting location of the election meeting for a period of up-to three minutes. Nominators will be entitled to one minute.
- Nominees will be entitled to Scrutineers at each voting location. Scrutineers must be designated by the nominee in-person or in writing.

Please refer to our Local 523 Bylaws if you would like more information and/or you can contact a member of the Executive if you have any further questions.

The Executive contact information can be found by scanning the QR Code below:



The Oath of Office

to be read by the newly-elected Officers is: "I, _____, promise to perform the duties of my office, as set out in the Constitution and laws of the Canadian Union of Public Employees, faithfully and to the best of my ability for my terms of office. As an Officer of the Union, I will always promote the harmony and dignity of its sessions by counsel and example. I also promise to turn over all property of the Union to my successor at the end of my term."
(Article 11.6(b) CUPE National 2015 Constitution)