

President: Dale Obirek

Recording Secretary: Wendi Omeasoo

JUNE 20, 2020 - CUPE 411 ANNUAL GENERAL MEETING INSTRUCTIONS

Members are required to rename their zoom name to their first and last name; nicknames or initials will not be able to participate in our meeting. We be able to identify who every CUPE 411 member in attendance.

After you have renamed your zoom name, sign in by typing your first and last name into the chat. We will need to know how many members are in attendance for quorum requirements, this is mandatory as this information may be required by CUPE Auditors.

Please keep comments respectful and only ask questions at the appropriate time just like you would normally do at a regular in person meeting. We cannot stress the importance of both while using this virtual format. Please ensure that your device is always in the "Mute" position unless you are advised it is your turn to speak. We will be following an Agenda and any talking out of turn, or disrespectful behaviour will not be tolerated.

During the meeting If you have a question please type the word "QUESTION" in the chat as someone will be monitoring the chat box and keeping a speakers list. When you are acknowledged by the Chair you will be asked to unmute yourself and ask your question.

Steve Clarke will be our Sergeant at Arms for the June 20, 2020 AGM. Due to the technological requirements of hosting this meeting we are unable to name a co-host and still allow them to have voting capacity, as a result there will be two profiles in play during the meeting for this member. There will also be another computer titled "CUPE 411" that is assigned as the "Host Computer" and there will be no voting permitted from this device.

Virtual Voting Process

Tracey O'Hara is our Returning Officer and will be running our 2020 Elections.

NOTE: We are going to have one sample run of the voting process with the group prior to commencing actual voting.

Prior to each vote Tracey will make the following announcement:

"We will now be accepting nominations for the position of XXX"

In order for a member to be elected to a position they must be a member in good standing and be nominated to stand for the said position.

A Nominator will need to raise their hand using the feature located on the bottom menu and Tracey will recognize and unmute you. Once unmuted you can state the name of the person you would like to nominate, or Tracey will state the name of the Nominator along with the name of the Nominee.

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Tracey will then ask the following:

- ♦ *1st Call for Nominees*
- ♦ *2nd Call for Nominees*
- ♦ *3rd and Final call for Nominees*

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The calling for nominees for “X Position” is now closed. In reverse order our Returning Officer will ask the nominees if they wish to allow their name to stand for the position of President.

Each nominee must clearly voice their intentions by stating if they are accepting or declining the nomination

If there are multiple nominees that have allowed their name to stand for a position, each nominee will be given the opportunity to address the membership for two (2) minutes.

Once all nominees have had an opportunity to speak our Returning Officer will announce:

“Any members that must leave the meeting are asked to do so now as I will be asking our Sergeant at Arms to Tile the Doors”

Steve will then confirm how many members are in the meeting, once Steve has provided Tracey with that number no one is permitted to enter the meeting.

The Poll will then be launched and a pop-up will appear on your devices screen asking you the following question:

“Please select one of the following nominees for the position being elected”

Click with your mouse or tap with your finger/stylis the circle beside the name of your choice, and once you are satisfied with your selection click “Submit”.

We have set a tentative time limit of four (4) minutes to allow everyone to read and consider each nominee prior to making their selection, or if Steve sees that everyone has submitted their vote the poll will then close.

An announcement will be made when there is one (1) minute left and thirty (30) seconds left for voting.

Once the Poll closes The Returning Officer will compare the number of votes casts to the number of members in the meeting, providing the number of votes cast does not exceed the number of eligible voters in attendance. Tracey will announce the successful nominee receiving 50% plus 1 vote, The successful nominee will be allowed one (1) minute to say a few words. If for any reason we have more votes than members in the meeting this would be considered a spoiled ballot and we will need to redo the vote. If we have three (3) or more members running for a position and no one is able to secure a 50% plus 1 vote then the person with the least number of votes will be dropped from the ballot, and we will have another election with the remaining nominees.

After the poll has completed anyone wishing to leave the meeting may do so. Also, anyone waiting to enter the meeting will be permitted to do so, this would include a member who had been in the meeting, but accidentally lost connection and has logged back in.

We repeat this process for each position up for election.

In order to carry on with the voting process we must at all times maintain a quorum. If at any time we lose quorum then the elections would cease, and we would need to reschedule the meeting to conclude the process.

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IMPORTANT REMINDERS

Members in good standing are permitted to run for any vacant position regardless of the position that they hold in the workplace (i.e. Bus Driver can run for a vacant Custodial Shop Steward position).

Members that are unable to attend the AGM but would like to allow their name to stand should they be nominated to a position are required to send an email to vicepresident@cupe411.ca, or hand deliver a letter directly to the Returning Officer stating your intentions.

For Example: *I, Jane Doe, will accept a nomination to the position of XXX.*

Members that are not successful in running for one position, are allowed to run for another position if they are nominated.

Members are allowed to abstain from voting so there may be less votes than attendees, this does not indicate a spoiled ballot and there will be no reason to re-do the vote.

Polling results will be kept secure in case auditors need to review them. Any nominee participating in the election may request the results for the position they had been nominated only. In order to receive the results, they will need to contact the Returning Officer (Tracey) after the meeting for the results.

Concluding, we ask everyone to please be patient with those of us that are managing this meeting. It is the first time that we have had to facilitate an election using a virtual platform.

If you have any questions on the electoral process, please feel free to contact the returning officer Tracey O'Hara at vicepresident@cupe411.ca or 604-819-2881.

In Solidarity,

CUPE 411 Executive