

**President:** Tracey O'Hara

**Recording Secretary:** April Mancinelli

## **Bargaining 2025**

### **CUPE 411 – Clerical Division Representative Election Process**

Contract Negotiations will begin in 2025, as our Local wants to be well prepared for this process the first step is to elect a representative from each Division to sit at that table to speak on behalf of their respective colleagues. The Clerical Division on average is comprised of approximately ninety (90) permanent and ten (10) casual members and is comprised of the following Job Descriptions:

- |                                                                                   |                                                        |
|-----------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Administrative Assistants (A, B, Elementary, HR, etc...) | <input type="checkbox"/> Library Assistant             |
| <input type="checkbox"/> Accounting Clerk                                         | <input type="checkbox"/> Replacement Staff Facilitator |
| <input type="checkbox"/> Help Desk Technologist                                   | <input type="checkbox"/> Senior Payroll Clerk          |
| <input type="checkbox"/> Transportation Clerk                                     |                                                        |

The members of the Clerical Division, both casual and permanent as per the Union's Bylaws are required to elect one member from their division to act as their representative on the Local Bargaining Committee; the election process is as follows:

- A Union Official will oversee the process, and the Election Officer will conduct the election.
- Any new members in attendance must be sworn in by the President, or their designate, prior to the start of the election.
- A Union Official will provide the members in attendance with number of eligible voting members.
- Members that would like to allow their name to stand for this position must have their names put forward by a member that is attendance. *(You cannot nominate yourself)*
- Any members that were not able to attend but wanted to allow their name to stand had to send an email to [unionoffice@cupe411.ca](mailto:unionoffice@cupe411.ca) by the predetermined date in order to be considered for nomination.
- Three calls for nominees will be made.
- Nominees' names will be written on the flip chart paper and in reverse order the nominees will be asked if they will allow their name to stand for the position. Nominees must respond with either a "Yes" or "No".
- If there is only one nominee that allows their name to stand, they will be acclaimed to the position.
- If there are multiple nominees allowing their names to stand, each nominee will be given the opportunity to rise and speak to the members in attendance for a maximum of three (3) minutes.
- Ballots will then be handed out to the members, legibly print just one name on the ballot, fold the ballot in half, and hold it in the air.
- The ballots will then be collected.
- The nominees will be asked if they would like a scrutineer to accompany the Union Official with the ballots out of the meeting room to oversee the counting of the ballots.
- The Union Official will then notify the Election Officer as to the successful (50% +1) nominee.
- While positions are being voted on the doors will be tiled and no one will be permitted in or out until the vote has been completed for the said position.
- At the conclusion of the Election a Motion will need to be made to destroy the Ballots.