



FÉDÉRATION DU PERSONNEL DE SOUTIEN
DE L'ENSEIGNEMENT SUPÉRIEUR (CSQ)



BY-LAW N° 7

ELECTION PROCEDURES

February 2019

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ELECTION PROCEDURES

1.1 Elections Committee

When an election must be held, either because a mandate is coming to an end or due to a vacancy, the responsibility for holding the election shall be entrusted to the Elections Committee.

Elections President

The elections president ensures that elections proceed normally, that this by-law is applied, and signs the minutes of the elections along with the Vice President in charge of Administrative Affairs.

Scrutineer

The scrutineer distributes, collects and counts the ballots for each position up for election.

The scrutineer is not entitled to vote and must be appointed before the election procedures begin. Whenever possible, the scrutineer should be an employee of the Federation.

1.2 Explanation of the Procedures

At the beginning of the Federal Council, immediately following the adoption of the agenda, the president of the Elections Committee shall explain the election procedures.

The president shall explain the procedures again just before the election is held in order to facilitate the participation of all the delegates.

1.3 The Time of Elections

The item «Election» shall be put on the agenda at a fixed time when the agenda is adopted.

1.4 Eligibility and Nominations

Any person is eligible for any position on the Executive Committee as long as he or she is a support staff, a member of his or her union and nominated in the following way:

- A) The nomination must be made on the form designated for this purpose (**Appendix A**), the electronic form and electronic signature are valid. A candidate may not be nominated for more than one position on the Executive Committee.

- B) This nomination form must be submitted to the elections president at least twenty-four (24) hours before the election is scheduled to take place. The elections president shall give the candidate proof of reception (**Appendix B**) stating that the nomination was submitted in accordance with the provisions of this by-law. The electronic form and electronic signature are valid.

The elections president shall write the names of the candidates on a board as they soon as they are submitted.

- C) A candidate may withdraw up until the time that the vote is taken for the position for which she or he is nominated.
- D) The elections president cannot be nominated for a position on the Federation's Executive Committee.
- E) If the time limits have expired and no nominations have been submitted for a certain position, other candidates may come forward. In such cases, the nomination form in **Appendix A** must still be filled out and submitted to the elections president.
- F) If the time limits have expired and a position remains vacant, the election must be held at the next regular Federal Council.

1.5 Presentation of Candidates

Each candidate has a period of five (5) minutes to make a presentation.

The order of presentation of speeches shall be random.

There shall then be a question period which may not exceed thirty (30) minutes during which questioners must specify to whom they are addressing their questions.

Each candidate has a maximum of three (3) minutes to answer the question.

Once the initial question period has ended, delegates may request a fifteen (15) minute extension. This extension must be ratified by a majority vote of the members in attendance at the Federal Council.

1.6 The Right to Vote

Each delegate of the Federal Council must fill out their attendance sheet in order to receive a voting ballot.

1.7 **Ballot**

A secret ballot vote is required for each position on the Executive Committee.

While the vote is being taken, it is strictly forbidden to circulate in the room between the time that the vote is taken and the moment the scrutineer is finished collecting the voting ballots.

The elections president shall call for votes in the following order:

- president;
- vice-president of administrative affairs;
- vice-president of financial affairs.

A) **Only One Candidate**

If there is only one person nominated for a position, delegates of the decision-making body must vote for or against the candidate. To be elected, the candidate must receive an absolute majority of the votes cast. A defeated candidate cannot be nominated again for the same position during the same elections.

B) **Several Candidates**

Each delegate of the decision-making body shall vote by writing the name of the nominated person of his or her choice on the voting ballot.

The nominated person who receives the absolute majority of the votes cast shall be elected.

1. If there are only two (2) people nominated to a position and the vote is tied, a second vote will be taken. The candidate who then receives the greatest number of votes shall be elected, even if he or she does not receive the absolute majority of the votes cast.

2. If there are more than two (2) people nominated and more than one vote is required, the nominated person who received the least number of votes in the preceding ballot shall be eliminated.

The nominated person who receives the most votes in the third round of voting shall be elected, even if he or she does not receive the absolute majority of the votes cast.

3. If there are more than two (2) nominated people for a position and a tie exists after the first round of voting, a supplementary round of voting will proceed with the same nominated people on the ballot.

- C) The counting of votes shall be done by the scrutineer and the elections president shall immediately announce the results to the assembly.

APPENDIX A NOMINATION FORM

NAME OF THE PERSON NOMINATED

ADDRESS

CITY

POSTAL CODE

NAME OF UNION

POSITION

NOMINATED BY: _____

UNION: _____

SECONDED BY: _____

UNION: _____

SIGNATURE OF THE PERSON NOMINATED

DATE

TIME

SIGNATURE OF THE ELECTIONS PRESIDENT

APPENDIX B ACKNOWLEDGEMENT OF RECEIPT

Sir, Madam,

This acknowledges receipt of your nomination as a candidate in the election for the position of _____ on the Executive Committee of the Fédération du personnel de soutien de l'enseignement supérieur (FPSES-CSQ).

Elections President