

ACTRA Montreal Branch Council

Governance for the Election Process

- a) The Regional Executive Director will preside over the Election Process, proceeding in accordance with the election timetable with no further reporting to ACTRA Montreal Council.
- b) The timetable for the 2019 ACTRA Montreal Council Election is as follows:
 - i. Call for nomination letter to be received by members no later than – Friday, September 30
 - ii. Deadline to receive duly completed Nomination form – Friday, October 18 (5 pm)
 - iii. Voting instructions and ballot to be received by members no later than – Friday, November 8
 - iv. Voting deadline – Wednesday, November 27 (5 pm)
 - v. Notify elected Branch Council members – Wednesday, November 27
- c) In presiding over the Election Process, the Regional Executive Director shall:
 - i. Approve the election timetable;
 - ii. Notify the membership of the election period and rules;
 - iii. Ensure Election Rules and ACTRA Montreal policies are observed;
 - iv. Approve all election documentation;
 - v. Approve Nomination forms and candidate statements;
 - vi. Encourage members to vote through ACTRA Montreal communication;
 - vii. Receive all ballots;
 - viii. Engage the services of 3 (three) ACTRA Full Members to act as Scrutineers, to count valid ballots received before the voting deadline;
 - i. Scrutineers should be selected in a manner which faithfully reflects the diversity of ACTRA Montreal’s membership;
 - ii. Scrutineers may not be a Candidate or a member who has Proposed or Seconded a Nomination form for a Candidate.
 - ix. Engage the services of one staffer to act as Observer during the count process;
 - x. Notify the newly elected members of ACTRA Montreal Council of their election;
 - xi. Report the election results to the membership, including the number of ballots cast, number of spoiled ballots and the number of ballots cast for each Candidate;
 - xii. Retain the ballots for a period of three months following the election, in the event of a legitimate complaint which would bring cause to the requirement of a re-count;
 - xiii. Provide a summary of the election activities and recommendations, if any, regarding future elections to the ACTRA Montreal Council.

- d) The Election Rules are subject to the ACTRA National Constitution and By-laws, ACTRA Montreal By-laws and ACTRA Montreal policies. The Election Rules shall be distributed to the Membership and must include:
- i. Eligibility to run for office: only Full members of ACTRA Montreal in good standing may run for ACTRA Montreal Council or may Propose or Second Candidates;
 - ii. Nomination forms must be signed by the Candidate, Proposer and Seconder;
 - iii. Candidates must acknowledge and abide by ACTRA Montreal's policies including the Equality Statement and Social Media Policy;
 - iv. Nominees may provide an electronic Candidate Statement, not to exceed one hundred (100) words, to be shared by ACTRA Montreal online;
 - i. The Candidate Statement must be received in advance of the Nomination deadline;
 - ii. The Regional Executive Director may edit Candidate Statements to the prescribed length should they exceed 100 words;
 - iii. Election statements that contain statements that are materially false, libelous, or otherwise at variance with any law will not be circulated to members by ACTRA Montreal;
 - v. Candidates, their representatives and all individuals are prohibited from using any Union funds or Union logos for the purposes of campaigning. Candidates in breach of this provision are subject to disciplinary action;
 - vi. Incumbent members of the ACTRA Montreal Council are prohibited from using their position at ACTRA events or on ACTRA platforms for campaigning (eg. While speaking on behalf of ACTRA Montreal at the Annual General Meeting);
 - vii. Posting in a public forum hosted by the Union (eg. the ACTRA Montreal private Facebook group) for the purposes of campaigning is permitted.
- e) At the first ACTRA Montreal Council meeting following the election:
- i. The incumbent President will preside with the newly elected ACTRA Montreal Council present;
 - ii. Branch Council Officers and National Councillors will be elected from amongst the newly elected ACTRA Montreal Council.
 - iii. At the conclusion of the first meeting of the newly elected Branch Council, the newly elected President will assume Presidential privileges.