



**Association professionnelle
du personnel administratif**

Elections Guide

2026



APPA Elections

Statutes and Bylaws Chapter 10 - Elections

- 10.1. Election Chair and Secretary**
The Executive Committee appoints an Election Chair and an Election Secretary at the beginning of the process. At the election general assembly, the Executive Committee must have these appointments ratified. If the appointments are rejected, the general assembly must elect new persons. It must appoint two scrutineers for each ballot box.
- 10.2. Candidacy of the Election Chair and Secretary for Elective Positions**
The Election Chair and the Election Secretary may not be candidates for any position but have the right to vote if they are members in good standing.
- 10.3. Procedures**
The Election Chair is responsible for ensuring compliance with the election procedures and for holding elections in the various union bodies.
- 10.4. Voting**
Elections are held by secret ballot.
- 10.5. Electoral College**
Members of the Executive Committee, the Joint Union Council, the Oversight Committee and the Statutes and Bylaws Committee are elected by the union members in good standing. (However, the electoral college for each position is set out in articles 10.13, 10.14 and 10.15.)
- 10.6. Nomination Form**
The candidate must submit a nomination form to the Election Secretary ten days before the assembly scheduled for the election. This form must be signed by the candidate, supported by three union members in good standing, and must specify the position or positions for which the candidate is running.
- 10.7. No Candidate for a Position Up for Election**
If there is no candidate for one or more positions, nominations for those positions may be received during the general assembly.
- 10.8. Validity of Candidacies**
Only candidacies from members present at the general assembly are accepted, unless a candidate is represented by proxy.
- 10.9. Posting of Candidacies**
The Election Chair distributes, for posting in each workplace, and publishes on the APPA website, two business days before the assembly, the list of candidates for positions on the Executive Committee, the Union Councils, the Oversight Committee and the Statutes and Bylaws Committee.
- 10.10. Reopening of Nominations in the Absence of Quorum**
Nominations for the various positions up for election are not reopened when there is no quorum at the assembly where elections are scheduled. Only the nominations received are considered at the subsequent assembly or assemblies. If positions remain vacant, article 10.7 applies.
- 10.11. Elections for a Single Position**
The candidate is elected by a simple majority.
- 10.12. Elections for Identical Positions**
The two candidates who receive the most votes are elected.
- 10.13. Electoral College for the Positions of President and Secretary-Treasurer**
The electoral college for the election of the President and Secretary-Treasurer is composed of all members in good standing of the two accreditations.
- 10.14. Electoral College for the Position of First Vice-President**
The electoral college for the election of the First Vice-President is composed of all members in good standing of the accreditation concerned.
- 10.15. Electoral College for Vice-President Positions and Union Councils**
The electoral college for the election of Vice-Presidents and Union Council members is composed of members in good standing from the sectors concerned, as defined in article 5.1.2.
When registering for the election general assembly, the person must identify the sector or sectors in which they may exercise their right to vote.



Code of Ethics

At the general assembly on September 30, 2026, elections will be held for the Union Council and for the Statutes and Bylaws Committee.

The following rules apply:

- To facilitate APPA's democratic process, Sunday, September 20, 2026 at 11:59 p.m. is the deadline for receiving nominations.
- On Wednesday, September 23, 2026 before noon, the Election Secretary will post on the APPA website the list of nominations, indicating the candidates elected by acclamation and the candidates for positions for which an election will be held on September 30.
- As part of the election process, the union will make space available on its website to each candidate who wishes to post a presentation document.
- This document must be submitted in HTML or DOC (Word) format, with a maximum resolution of 1024 by 768 pixels. It must include the candidate's last name and first name, job class, workplace, and the title of the union position for which they are running. It may also include the candidate's photo, a brief summary of their work experience and union experience, and a short text explaining the reasons for their candidacy.

Links to external files and any animations or music files are not permitted.

This document must be attached to the nomination form and must therefore be sent at the same time as the form, before September 20, 2026 at 11:59 p.m.
- At the general assembly on September 30, 2026, candidates in contested elections may address the assembly for three minutes before the voting procedure begins;
- As APPA is a democratic union, candidates are invited to respect the following rules of ethics:
 - * Elections are a deeply democratic process;
 - * Respect for people, their ideas and their commitment must be observed;
 - * Insulting comments or writings, as well as personal attacks, are not tolerated;
 - * Elections are a debate of ideas, not a debate about individuals
- To provide an equal opportunity to all candidates, the publication of flyers or posters is not permitted. Emails are permitted, except for email from the CSSDM or EMSB domain, as the code of ethics prohibits using the employer's email for personal purposes. Each candidate is invited to use the APPA website and to address the assembly to promote their candidacy.
- The candidate may, if they wish, promote their candidacy on social media not associated with APPA, in particular on their private page.



APPA Elections



Posts up for election as well as the job classifications

APPA elections will take place at the next general assembly.
It is scheduled for September 30, 2026 at 7:00 p.m. by videoconference on Zoom.
Below are the positions up for election, as well as the job classes represented
by the persons who will be elected to these positions.

Members of the CSSDM - Executive Committee (Total of 4 positions)

First Vice-President (Total of 1 position)

Vice-President - General Sector (Total of 1 position)

Vice-President – Daycare Sector (Total of 1 position)

Vice-President - Health and Safety (Total of 1 position)

Member of the EMSB Executive Committee (Total of 1 position)

First Vice-President (1 position in total)

Audit Committee (Total of 3 positions)



Nomination Form

Elections 2026



In accordance with article 10.6 of the Statutes and Bylaws, "The candidate must submit a nomination form to the Election Secretary ten days before the assembly scheduled for the election.

This form must be signed by the candidate, even when sent by email, supported by three union members in good standing, and must specify the position or positions for which the candidate is running."

For the characteristic duties of each of these positions, please refer to our website.

In the same section, we also invite you to read the Code of Ethics.

Candidate Identification	
<i>I am an active member in good standing of the Association</i>	
Last name and first name	
Job class	
Workplace	
Work telephone	
Email address	

Witness Identification				
Last name and first name	Job class	Workplace	Employee number	Signature

Positions Up for Election - Please check the appropriate box

Please consult the « Election Guide » or Annex I of the APPA Constitution for the complete list of job titles associated with the positions which are to be elected.

I, the undersigned, _____ give notice of my candidacy for the position of :

Centre de services scolaire de Montréal (CSSDM) - Executive Committee (Total of 4 positions)
☐ First Vice-President (Total of 1 position)
☐ Vice-President - General Sector (Total of 1 position)
☐ Vice-President - Daycare Sector (Total of 1 position)
☐ Vice-President - Health and Safety (Total of 1 position)

English Montreal School Board - Executive Committee (1 position in total)
☐ First Vice-President (Total of 1 position)

Oversight Committee (3 positions in total)
☐ Representative on the Audit Committee

**YOUR ORIGINAL FORM AND YOUR PRESENTATION LETTER
MUST BE RECEIVED NO LATER THAN SUNDAY, SEPTEMBER 20, 2026 AT 11:59 P.M.
BY MAIL TO JACQUELINE DE MONTEIRO, ELECTION SECRETARY OR
DELIVER THEM IN PERSON TO THE APPA OFFICE LOCATED AT
3340 DE L'ASSOMPTION BLVD., MONTREAL, H1N 3S4**

THE SCANNED AND ORIGINAL FORM AND THE PRESENTATION LETTER MAY ALSO BE SENT BY EMAIL
TO elections@appa.qc.ca

THE SAME DEADLINE OF SUNDAY, SEPTEMBER 20, 2026 AT 11:59 P.M. MUST BE RESPECTED.



Responsibilities of the Positions Up for Election Elections 2026



RESPONSIBILITIES OF THE FIRST VICE-PRESIDENTS

- a) represent the members of their accreditation on the Executive Committee, the Joint Union Council and accreditation council, the Council of Delegates, and before their respective employer;
- b) call and chair meetings of the Council of Delegates;
- c) replace the President when the President is absent or unable to act;
- d) call and chair the assemblies of their accreditation;
- e) share the responsibilities of the President at the President's request;
- f) sign the agreements of their respective school boards jointly with the President;
- g) call and chair meetings of the Union Council and the assembly of their accreditation;
- h) exercise their right to vote by casting the deciding vote in the event of a tie in the bodies they chair;
- i) ensure that decisions made by the Executive Committee are communicated to the persons concerned;
- j) carry out all other responsibilities assigned to them by the Union Council, the Executive Committee and the Presidency;
- k) act as official spokesperson for the labour relations committees (CRT)

RESPONSIBILITIES OF THE VICE-PRESIDENTS

- a) represent the members of their sector on the Executive Committee, the Union Council by accreditation, the Council of Delegates, and before employer representatives;
- b) advise and assist the members of their sector regarding the application of the collective agreement, laws, regulations and policies in force, as well as working conditions;
- c) represent the members and defend their interests before the representatives of their school service centre;
- d) when mandated by the Executive Committee or the Union Council by accreditation, act as union representatives in matters of labour relations;
- e) call and chair their sectoral assembly
- f) sign the agreements for their sector jointly with the President and the First Vice-President;
- g) exercise their right to vote by casting the deciding vote in the event of a tie in the bodies they chair;
- h) carry out all other responsibilities assigned to them by the Union Council, the Executive Committee and the Presidency.

RESPONSIBILITIES OF THE VICE-PRESIDENT IN OCCUPATIONAL HEALTH AND SAFETY - CSSDM

- a) represent the members with respect to prevention and compensation on the Executive Committee, the Union Council by accreditation, the Council of Delegates, the Union Health and Safety Committee, the Joint Health and Safety Committee, and before employer representatives;
- b) advise, assist and defend members regarding the application of the collective agreement, laws, regulations and policies in force concerning health and safety, as well as working conditions;
- c) sign, jointly with the President and First Vice-President, the agreements relating to their sector of activity;
- d) when mandated by the Executive Committee or the Union Council, act as the union representative in matters of occupational health and safety;
- e) keep records of workplace accidents, occupational diseases and events that could have caused them;
- f) intervene as needed in cases involving return to work, temporary assignment, preventive withdrawal, etc.;
- g) work in collaboration with the persons responsible for harassment complaint files;
- h) assume all responsibilities assigned to them by the Union Council, the Executive Committee, the general assembly and the President.

RESPONSIBILITIES OF THE AUDIT COMMITTEE

- a) review all revenues;
- b) review all expenses;
- c) review all receipts and disbursements of the union;
- d) review and validate the bank reconciliation;
- e) review and validate the treasury report;
- f) review the union's other bank accounts;
- g) review the overtime hours accumulated by released persons;
- h) verify the application of resolutions adopted by the General Assembly, the Executive Committee, and the Union Council;
- i) submit any reports and recommendations it deems appropriate to the Executive Committee, the Union Council, and the General Assembly.
- j) prepare a report and make any recommendations it deems useful to the Executive Committee, the Union Council and the General Assembly.
- k) members of the Audit Committee are granted an annual release of three to five days to carry out their mandate.