



**Association professionnelle
du personnel administratif**

Election Guide

2022



APPA Constitution Chapter 10 - Elections

APPA Elections



Code of ethics

10.1. President and Secretary of Elections

The Union Executive Committee names a President and a Secretary of Elections at the very beginning of the election process and then has these nominations ratified at the General Assembly Meeting for elections. If the names are rejected, the members at the General Assembly meeting must choose two new nominees. They must also elect two scrutineers, one for each ballot box.

10.2. Candidacy restrictions for elective positions

The President and Secretary of Elections are not allowed to present their candidacy for the positions that are up for election. However, if they are union members in good standing they do have the right to vote.

10.3. Procedures

The President of Elections is responsible for ensuring that the proper election procedures are respected at all union meetings during which elections are held.

10.4. Voting

The elections are held by secret ballot.

10.5. Electoral College

The members of the Executive Committee, the Joint Union Council, the Auditing Committee and the Constitution Committee are elected by the union members in good standing. Notwithstanding, the electoral college for each post is indicated in articles 10.13, 10.14 and 10.15.

10.6. Candidate's registration form

A prospective candidate must submit an official Candidate's Registration Form to the President of Elections ten days in advance of the date of the General Assembly Meeting for Union Elections. This form must be signed personally by the person wishing to be a candidate and contain the signature of three other Members in Good Standing who second his or her candidacy. The position or positions for which the person wishes to pose his or her candidacy must also be stated.

10.7. Lack of a candidate for elective positions

If there are no registered candidates for one or more seats that are up for election, nominations for candidates may then be received during the General Assembly Meeting for Elections.

10.8. Validity of candidates

Only the members who are present at the General Assembly Meeting for Elections are eligible to be received as a candidate, but a person who is unable to attend may be represented instead by a written proxy .

10.9. Postings of Candidates' names

The President of Elections must distribute a list of registered candidates to be posted in each workplace, as well as having it published on the APPA website, and this two working days preceding the date of the General Assembly Meeting. The list must include the names of the candidates presenting their candidacy for seats on the Union Executive Committee, the Union Councils, the Auditing Committee and the Constitution Committee.

10.10. Candidacy in case of an absence of Quorum

There will be no new call for candidates for the positions concerned if quorum is not obtained at the General Assembly Meeting for Elections. Only the candidates already registered shall be considered for election to these posts at subsequent General Assembly meetings. If the seats remain vacant, Article 10.7 shall apply.

10.11. Elections for a single position

The candidate who receives a simple majority shall be elected.

10.12. Elections for identical positions

The two candidates who have obtained the most votes shall be elected.

10.13. The Electoral College for the positions of Union President and Secretary-Treasurer

The Electoral College for the positions of President and Secretary-Treasurer is composed of all the union members in good standing belonging to both union accreditations.

10.14. The Electoral College for the position of First Vice-President

The Electoral College for the position of First Vice-President is composed of all the union members in good standing belonging to the union accreditation concerned.

10.15. The Electoral College for the positions of Vice-President and for positions on the Union Council

The Electoral College for the positions of Vice-President and for Union Council positions is composed of union members in good standing who come from the sectors concerned, as defined by Article 5.1.2.

When registering their name at the General Assembly Meeting for Elections, the member must identify the sector or sectors for which he or she is eligible to vote.

At the October 12, 2022 General Assembly, elections will take place for the Union Council as well as the Constitution Committee

The following rules shall apply:

- Monday, October 3rd, 2022 at noon: End of nominations, as indicated in our constitution.

- Wednesday, October 5th, 2022: The secretary of elections will present the list of nominations on the APPA website which will include those candidates who are elected by acclamation and the positions for which elections will take place on October 12th, 2022.

- As of October 5th, 2022, the union will make available a web page on their website for any candidates who so desire.

This web page must be presented in HTML format or DOC (Word) format with a maximum resolution of 1024 X 768 pixels. It must include the first and last name of the candidate, their class of employment, place of work and the syndical post for which they have submitted their candidacy. It may also include a photo of the candidate, a brief summary of their work experience and syndical experience and a summary of the reasons why they have submitted their candidacy.

All links to external files, as well as any animation or music files, will be not permitted.

The candidate's web pages must be transmitted to the union by email at appa@appa.qc.ca no later than October 5th, 2022 at noon.

- At the October 12th, 2022 General Assembly, the candidates who will be in election may make a presentation to the assembly for a maximum of three minutes prior to the voting procedures. As the APPA is a democratic union, candidates are invited to observe the following rules:

- * Elections are profoundly a syndical process ;
- * The respect of people, their ideas and their commitments must be observed;
- * Any form of written /verbal attacks or personal insults will not be tolerated;
- * Election debates must be based on ideas and not related to any person

In order to offer equal opportunity to all candidates, the publications of flyers and/or posters are not permitted. Emails are permitted with the exception of the email domains of the CSSDM or EMSB, in respect to the code of ethics prohibiting use of the employers email for personal use. Each candidate is encouraged to use the APPA's website and to address the general assembly in order to promote their candidacy.



APPA Elections



Posts up for election as well as the job classifications represented

A General Assembly will be held on October 12th, 2022 at 7 pm at Georges Vanier High School. During this General Assembly, elections will take place. Below you will find the positions that are up for election along with the job classifications represented by each position.

EMSBC Union Council Total of 6 positions

| General Sector (Total of 2 positions) | |
|---|---|
| <p>Technical Personnel</p> <p>Nurse Social Work Technician Laboratory Technician Administration Technician Graphic Arts Technician Audiovisual Technician Building Technician Documentation Technician Electronics Technician Vocational Training Technician Food Management Technician Data Processing Technician Data Processing Technician, Principal class School Organization Technician Psychometry Technician School Transportation Technician</p> | <p>Para-Technical Personnel</p> <p>Laboratory Attendant Nursing Assistant School Transportation Inspector Printing Operator Printing Operator, Principal class Reprography Operator Reprography Operator, Principal Class Date Processing Operator Class I Data Processing Operator, Principal class Binder Student Supervisor Swimming Pool Supervisor</p> |
| <p>Administrative Support Positions</p> <p>Buyer Office Agent, Class II Office Agent, Class I Office Agent, Principal class Office Assistant Storekeeper, Class II Storekeeper, Class I Storekeeper, Principal class</p> | <p>Office Personnel</p> <p>Secretary School or Center Secretary Executive Secretary</p> |
| Special Education Sector (Total of 2 positions) | |
| <p>Special Education Technician Attendant for Handicapped Students Interpreter-Technician</p> | |
| Day Care Sector (Total of 2 positions) | |
| <p>Day Care Service Educator Day Care Educator, Principal Class Day Care Service Technician</p> | |

Other positions open for EMSB and CSSDM APPA members Total of 3 positions

Constitution Committee (3 positions)



Candidate's Registration Form

Elections 2022



In conformity with article 10.6 of the APPA Constitution, « A prospective candidate must submit an official Candidate's Registration Form to the Secretary of Elections ten days in advance of the date of the General Assembly Meeting for Union Elections. This form must be signed personally by the person wishing to be a candidate and contain the signature of three other members in good standing who second his or her candidacy. The position or positions for which the person wishes to pose his or her candidacy must also be stated.

| Identification of the candidate | |
|--|--|
| <i>I am a member in good standing of the Association</i> | |
| Complete name | |
| Job title | |
| Place of work | |
| Phone number at work | |
| Email address | |

| Identification of the witnesses (3) | | | |
|-------------------------------------|-----------|---------------|-----------|
| Complete name | Job title | Place of work | Signature |
| | | | |
| | | | |
| | | | |

Posts up for election - Please check the appropriate boxes

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, _____ wish to present my candidacy for the following positions:

| Union Council for English Montreal School Board | | |
|---|---|--|
| <input type="checkbox"/> General Sector (Total of 2 positions) | <input type="checkbox"/> Special Education Sector (Total 2 positions) | <input type="checkbox"/> Daycare Sector (Total of 2 positions) |
| English Montreal School Board and Centre de services scolaire de Montréal | | |
| <input type="checkbox"/> Constitution Committee (Total of 3 positions) | | |

**PLEASE RETURN YOUR ORIGINAL REGISTRATION FORM
BY INTERNAL MAIL, REGULAR MAIL OR IN HAND
TO JACQUELINE DE MONTEIRO, SECRETARY OF ELECTIONS AT THE
APPA OFFICES, 3340, BOUL. DE L'ASSOMPTION, MONTREAL, H1N 3S4
BY MONDAY, OCTOBER 3RD, 2022 AT NOON**