



**Association professionnelle
du personnel administratif**

Election Guide

2024



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.

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 September 25th, 2024 general assembly, elections will be held for the Executive Committee.

The following rules shall apply:

- Monday, September 16th, 2024 at noon: End of nominations, as indicated in our constitution.
- Monday, September 16th, 2024 in the afternoon no later than 4 pm. 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 Wednesday, September 25th 2024.
- As the end of the day on September 16th 2024, the union will make available a web page on their website for any candidates who so desires.

This web page must be presented in PDF format or DOC (Word). 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 or sent my internal mail, and received no later than September 16th 2024 at noon.

- At the September 25th 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 CSDM 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



**APPA Executive Committee
for EMSB and CSSDM
Total of 2 positions**

**President (1 position)
Secretary-Treasurer (1 position)**

**APPA Executive Committee for CSSDM
Total of 2 positions**

**Vice President—General and Special Education Sector (1 position)
Vice President—Daycare Sector (1 position)**

**APPA Executive Committee for EMSB
Total of 1 position**

Vice-President (1 position)



Candidate's Registration Form

Elections 2024



« A prospective candidate must submit an official Candidate's Registration Form to the Secretary of Elections at the APPA office, **by Monday, September 16th 2024 at noon**. 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. »

Posts up for election - Please check the appropriate boxes

Positions up for election - Please check the appropriate boxes

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	Employee Num.	Signature

Positions 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 posts:

APPA Executive Committee for EMSB and CSSDM
<input type="checkbox"/> President (1 position)
<input type="checkbox"/> Secretary-Treasurer (1 position)

APPA Executive Committee for CSSDM
<input type="checkbox"/> Vice President—General and Special Education Sector (1 position)
<input type="checkbox"/> Vice President—Daycare Sector (1 position)

APPA Executive Committee for EMSB
<input type="checkbox"/> Vice-President (1 position)

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, SEPTEMBER 16th, 2024 AT NOON