



To all Unifor Local 531 members Vancouver and Calgary locations

Local 531 Local Union Executive Board Elections

Subsequent to the ratification of your collective agreement, we are moving forward with the elections of your Local Union Executive Board (EB).

The purpose and role of the EB is to administer, manage the funds and affairs of the local union in accordance with the Local Union by-laws and constitution, assist in the managing of the CBA and to participate in and promote the overall goal's and objectives of the National Union.

The respective positions along with a brief description up for elections are listed below. Training, support and guidance will be provided to all successful candidates upon the completion of the election.

*PLEASE NOTE. For those positions designated by location only members from that location will cast a vote for the respective position. Example: only members from Vancouver will vote on the District Chairperson and Trustee designated for Vancouver.

Local President

The President is the principal spokesperson and leader for the local union. The President works to protect and advance the interests of the Local union and coordinates the efforts of the EB and membership to achieve the objectives of the union.

District Chairperson (DC) (2 positions, 1 in Vancouver and 1 in Calgary)

A District Chairperson is responsible for administrating all facets of the collective agreement in conjunction and support of the elected workplace leadership. (Stewards, Health & Safety Reps, Bargaining committee....). In addition, the DC reports on their workplace issues and concerns to the EB for deliberation and additional actions or support.

Secretary Treasurer

The Secretary Treasurer is responsible for all the financial transactions of the local union in accordance with Unifor's policies. Signing all requisitions for funds authorized by the Local Union, keeping accurate financial records, reporting regularly to the EB and to the membership and depositing all Local Union income and money in accounts set up in the name of the Local Union.

Communication Officer

The communications officer is responsible for keeping a correct record of local union proceedings, handling and relaying correspondence to the local union, managing the local union database and networks and assisting with all communications to the local union membership.

Trustee (2 positions, 1 in Vancouver and 1 in Calgary)

Trustees are responsible for audits of the local union finances in accordance with the National Union Constitution to ensure policies have been followed and full transparency to the local union membership.

Election Rules and Process

Nominations for the positions will open at **9:00 a.m. PDT/10:00 a.m. MDT** on **Tuesday September 13, 2022** and close at **9:00 a.m. PDT/10:00 a.m. MDT Tuesday September 20, 2022**.

All nominations must be sent via e-mail to local531@unifor.org clearly indicating the name of the member and the position they are being nominated for. A member is entitled to self-nominate for a position if they so choose.

Shortly after the close of the nomination process, all candidates will be contacted to determine if they wish to stand for the position nominated and must confirm their wish to stand by **6:00 p.m. PDT, Thursday September 22, 2022**.

If an election is required, it will commence at **9:00 a.m. PDT/10:00 a.m. MDT Friday September 23, 2022** and conclude at **12:00 p.m. PDT/1:00 p.m. MDT Sunday September 25, 2022**.

Successful candidates must receive a majority of ballots cast, and in the event due to more than 2 persons running for a position a candidate does not receive a majority of votes, a run-off election will take place.

If required the run-off election will commence at **12:00 p.m. PDT/1:00 p.m. MDT Monday September 26, 2022** and conclude at **6:00 p.m. PDT/7:00 p.m. MDT Tuesday September 27, 2022**.

The election will be conducted electronically by a neutral 3rd party provider, Simply Voting and details of the vote will be forthcoming. All eligible voters will receive an e-mail with instructions of the voting process and access to their electronic ballot shortly before the vote commences. All results will be posted and e-mailed at the conclusion of the voting times.

The election will be conducted in accordance with Unifor Policy C-100, Policy Regarding Local Union Election. The full policy can be found and viewed at this link: <https://www.unifor.org/node/7836>.

If you have any questions or concerns or do not receive your voting instructions please contact us at john.aman@unifor.org

Yours truly,



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