

Dawson Support Staff Union (DSSU)  
Syndicat du personnel de soutien de Dawson (SPSD)

DSSU Bylaw 4 – Elections

Article 1 - DEFINITIONS

Returning Officer:

- Named by the Executive Committee.
- Term of office is one year commencing July 1.
- Cannot be a standing member of the Executive Committee or Coordinating Council.
- Cannot be nominated for any vacant positions.
- Accepts nominations for the election and has the nominees' names entered on the ballots. (Appendix-Nomination Form)
- Acknowledges the receipt of the nominee. (appendix-Acknowledgement of Receipt)
- Requests, from Human Resources, a current list of Members (early May).
- Select (a) polling station(s) and appoints (a) deputy Returning Officer(s) for each polling station.
- If more than one polling station, start/closing time must be the same for all.
- Distributes ballot papers.
- Provides privacy for the elector to vote in secrecy.
- Must provide suitable visible instruction on what markings on ballot paper are acceptable and what will be rejected (spoiled ballot).
- Accepts the Deputy Returning Officers' poll count at the end of the Election Day.
- Sends official count to the membership by end of day.
- Will hold all counted ballots for a period of thirty (30) days before destruction.

Deputy Returning Officer

- Named by the Returning Officer.
- Responsible for opening polling stations.
- Must close the polls at the required time.
- Counts the votes in the presence of at least one scrutineer or eligible elector.
- Must deliver the count to the Returning Officer for official announcement.

## Article 2 - PROCEDURES

- Voters must provide valid photo identification at the polling station.
- Executive Committee and Standing Committee elections are called by the outgoing Executive Committee on the first Monday of May of each year.
- Nominations are closed on the second Monday of May.
- The election date must be between the third Monday of May and the last day of May.
- A candidate may not be nominated for more than one position on the Executive Committee and cannot occupy more than one position on the Executive Committee.

a) **Only One Candidate**

If there is only one person nominated for a position, members must vote for or against the candidate. To be elected, the candidate must receive an absolute majority of the votes collected. A defeated candidate cannot be appointed for the same position during the same year.

b) **Several Candidates**

The nominated person who receives the absolute majority of the votes collected shall be elected. All subsequent rounds of voting, if necessary, shall take place at election dates set by the Executive within (7) days of the preceding vote.

1. If there are only two (2) people nominated to a position and the vote is tied, a second vote will be taken at an election date set by the Executive within (7) days of the preceding vote.
  2. If there are more than two (2) people nominated and more than one vote is required because an absolute majority was not attained, the nominated person who received the least number of votes in the preceding ballot shall be eliminated. The nominated person who receives the absolute majority of the votes collected in the second round of voting shall be elected. The nominated person who receives the most votes in a third round of voting shall be elected, even if he or she does not receive the absolute majority of the votes collected.
- The newly elected members commence their mandate on July 1.
  - In the case of an Executive or Standing Committee position being open during the mandate of that position, the Executive Committee may appoint a member to fill this vacant position.
  - An appointed Executive or Standing Committee member must be ratified at the next general assembly and elected to this post at the next election period.

### Article 3 - PRESENTATION OF CANDIDATES

- The Executive Committee shall call for a presentation of candidates which will take place between the second Monday of May and the election date.
- Each candidate has a period of five (5) minutes to make a presentation.
- There shall then be a question period which may not exceed ten (10) minutes during which members must specify to whom they are addressing their questions. When there is only one candidate for a position, the question period shall last only five (5) minutes.
- On all written documents, the names of the candidates for each position shall be listed in alphabetical order.
- The order of presentation of speeches shall be random.

### Article 4 - TERM OF OFFICE

#### a) **Duration**

An Executive or Standing Committee\* member's term will be for a period of (2) two years unless he/she resigns or the post becomes vacant by death or other cause.

\* The Board of Governor's Representative's term will be for a period of (3) three years.

#### a) **Rotation**

Executive Committee members are elected in the following two-year rotation:

- elections of the president, secretary and treasurer are held in even-numbered years.
- elections of the (3) three vice presidents are held in odd-numbered years.

N.B. Standing Committee Members' terms will not be staggered.

### Article 5 - REMUNERATION

- Members will not be paid for their service.

**Adopted at the General Assembly of December 11, 2014**  
**Amended at the General Assembly of January 12, 2017**