



## REGROUPEMENT DES FIQ

Election policy for provincial and federation committees

- Fédération interprofessionnelle de la santé du Québec–FIQ
- Fédération interprofessionnelle de la santé du Québec–FIQ | Secteur Privé (FIQP)
- Regroupement des FIQ (RFIQ)

**MARCH  
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The policy applies to FIQ, FIQP and Regroupement des FIQ elections.

#### ELIGIBILITY (RFIQ: CH. IX, ART. 2; FIQ AND FIQP: CH. X, ART. 2)

According to the Professional Syndicates Act, an applicant must be a Canadian citizen to run for a position on the FIQ and FIQP executive committees. Her declaration of a member in good standing must be signed by a member of her union's executive committee.

#### ELIGIBILITY WHEN A POSITION IS VACANT (RFIQ: CH. IX, ART. 7; FIQ AND FIQP: CH. X, ART. 7)

To apply, in addition to the two criteria mentioned above, only official Provincial Council or Federal Council delegates are eligible for the vacant position.

#### ELECTION NOTICE (RFIQ: CH. IX, ART. 3; FIQ AND FIQP: CH. X, ART. 3)

This responsibility is usually delegated to the Regroupement des FIQ secretary by the president of the Election Committee. The election notice must first be approved by the Election Committee.

From the moment the election notice is issued by the president of the elections and until the announcement of the result of the ballot, the delegates, including the members of provincial committees, federation committees and FIQ and FIQP executive committees, agree to show respect, moderation and decorum in expressing their opinions or preferences for a candidate.

#### NOMINATIONS (RFIQ: CH. IX, ART. 4; FIQ AND FIQP: CH. X, ART. 4)

All nominations must be submitted via the FIQ website.

A nomination must be made on the form provided for this purpose, signed by the candidate and seconded by two members in good standing of a union affiliated to one of the federations of the Regroupement des FIQ and accompanied by the duly signed declaration of a member in good standing. Electronic signatures are permitted.

An introductory text and 4 x 6 portrait-style digital photo must accompany the nomination. The introductory text must include:

- Maximum of 360 words for candidates for the FIQ and FIQP executive committees
- Maximum of 180 words for candidates for provincial and federation committees.

After receiving the nomination via the FIQ website, the Election Committee writes the date and time of receipt and verifies the candidate's eligibility.

The Election Committee then has no more than 48 hours according to the opening hours of the FIQ offices to confirm receipt of the nomination and her eligibility to the candidate.

The candidate must have filed her nomination and received the Election Committee's approval before beginning her electoral campaign.

## VIRTUAL OR IN-PERSON ELECTORAL CAMPAIGN

Delegates will have access to the list of candidates on the FIQ website, once the list is complete.

Any advertising and promotional material must first be approved by the Election Committee before its distribution, whether it is paper or electronic documents, letters, tracts, posters, audio messages, videos, emails, internet sites, Facebook pages, bookmarks, bibs, T-shirts, buttons, etc. The material approved by the Election Committee can be shared on the candidate's page on the FIQ website, when the format allows (audio file, video and PDF).

It is prohibited to display and circulate advertising inside or outside the meeting room on the day the vote is held. In the case of a virtual meeting, everything appearing on a union representative's screen is considered as advertising and therefore must not be displayed on the day of the vote.

Candidates are responsible and must pay for the production and distribution of all advertising and promotional material.

All posted advertising and promotional material must comply with the rules of the establishment where the meeting is held. These rules will be included in the election notice.

Candidates are responsible for removing all posted advertising and promotional material the day before the vote is held. Upon failure to do so, candidates will cover any related fees charged by the establishment, if applicable.

The use of audio, audiovisual or computer equipment is only permitted in the meeting room during FIQ and FIQP Executive Committees candidate presentations during the meeting. Presentations may not exceed ten minutes for the presidential candidate for the FIQ and FIQP Executive Committees, and five minutes for other candidates. This includes discussions with the delegation and audio, audiovisual and computer presentations.

Time is also scheduled during the meeting where elections are held for three (3) minute presentations for Negotiating Committee candidates.

The Election Committee keeps a list or a copy of all authorized advertising and promotional material and nomination files.

The Election Committee is responsible for determining the voting system in accordance with the Constitution and Bylaws and keeping the appropriate bodies informed thereof. On receipt of the advertising or promotional material via the FIQ website or by email to [comite.election@fiqsante.qc.ca](mailto:comite.election@fiqsante.qc.ca)., the Election Committee has no more than 48 hours according to the opening hours of the FIQ offices to confirm to the candidate receipt of the material and approve its use.

## ELECTIONS (RFIQ: CH. IX, ART. 5; FIQ AND FIQP: CH. IX, ART. 5)

### Electronic vote in the meeting room

Delegates will find out about their access codes to the Lumi platform by the best way at the time they are sent.

Personalized access codes are prepared for each delegate, displaying their username, password, and the number of votes to which they are entitled.

Each official delegate will receive the number of personalized voting rights depending on the federation she belongs to. Official FIQ and FIQP delegates will receive personalized voting rights for the election of the president of the FIQ who is by right the president of the Regroupement des FIQ and for the election of the provincial and statutory committees of the Regroupement des FIQ.

Official FIQ delegates will receive their personalized voting rights for the election of the other members of the FIQ Executive Committee and Internal Audit Committee Official FIQP delegates will receive their personalized voting rights for the election of the members of the FIQP Executive Committee and Internal Audit Committee.

At the meeting, the chairperson invites the president of the elections to explain the electronic voting procedure in the room to the delegation.

Delegates are given instructions on how to vote electronically in the meeting room:

As the vote is by secret ballot according to the RFIQ, FIQ and FIQP constitutions and bylaws, the results will not be known immediately after the vote. The Election Committee will analyze the report from Lumi at the end of the voting period and then give the results to the delegation.

### **Voting procedure:**

1. Elections will be held for each position on the federations' executive committees and for each provincial and statutory committee one after the other.
2. The time for voting varies from one position to another according to the number of possible choices.
3. For each committee, check the box or boxes for the persons chosen, where applicable.
4. The vote will automatically close at the scheduled time and submitted confidentially on the Lumi platform.

### **Electronic voting in polling booths**

Ballots are printed in sufficient quantity for each official delegate.

Personalized ballots are prepared for each delegate, displaying their username, password, and the number of votes to which they are entitled.

Each official delegate will receive a specific number of personalized ballots depending on the federation she belongs to. Official FIQ and FIQP delegates will receive a personalized ballot for the election of the president of the FIQ who is by right the president of the Regroupement des FIQ and for the election of the committees of the Regroupement des FIQ. FIQ official delegates will receive a personalized ballot for the election of the other members of the FIQ Executive Committee and Internal Audit Committee. FIQP official delegates will receive a personalized ballot for the election of the members of the FIQP Executive Committee and Internal Audit Committee.

Each ballot is sealed and labelled “ANNULÉ SI OUVERT” (VOID IF OPENED).

Ballots are handed out at registration on the day of the election.

A sufficient number of voting booths are set up.

Delegates are given instructions on how to vote electronically:

**How to connect:**

1. Enter your USERNAME and PASSWORD.
2. Click on CONNEXION (CONNECTION).

**How to vote:**

1. For each committee, check the box or boxes for the persons chosen, where applicable.
2. Click PAGE SUIVANTE (NEXT PAGE).
3. Look over your selection. Click RECOMMENCER (START OVER) if you would like to change your vote.
4. Click SOUMETTRE MON VOTE (CAST MY VOTE) to officially submit your ballot.
5. Click TERMINER (FINISH).

**Paper ballot in a polling booth**

The ballots are printed on paper in FIQ, FIQP or the Regroupement des FIQ colours (watermark), and in sufficient quantity for each delegate to receive the number of ballots to which she is entitled.

Personalized envelopes are prepared for each delegate with the number of ballots to which the delegate is entitled.

Each envelope is sealed and labelled “ANNULÉ SI OUVERT” (VOID IF OPENED). The envelopes are handed out at registration on the day of the election.

A sufficient number of voting booths are set up.

Delegates are given instructions on how to vote:

- Accepted marks: “ x “ or “ √ “;
- Accepted number of votes: one selection per position on the federations’ executive committees and one selection per position for the remaining number of vacant positions on each of the provincial and federation committees;
- If a delegate’s envelope has been opened or the seal broken, she will lose her right to vote.

### **Paper ballot without a polling booth**

The voting process is the same as in a polling booth, with the following exceptions:

- The meeting room is divided into at least eight sections;
- Two scrutineers are assigned to each section: one distributes the proper number of ballots, based on the number of voting rights, and the second collects them once the delegates have voted.

### **Counting the ballots**

Ballots will be considered spoiled if they:

- Are blank;
- Include comments;
- Have fewer or more votes than the number of positions to be filled;
- Are soiled.

The Election Committee will have the final say in the event of a dispute or uncertainty.

### **Vote results**

The president of the Election Committee announces the names of the elected candidates to the delegation. She declares each candidate elected with the absolute majority of votes for each position on the FIQ and FIQP Executive Committees. She also declares the candidates, elected as substitutes on the provincial and federation committees, who received the second-most votes.

Each candidate may ask the Election Committee for the number of votes that she received as well as how many her opponents received.

### **Request for a recount of a paper ballot**

A candidate may request a recount when there is a paper ballot.

This request must be submitted in writing to the Election Committee before the end of the meeting.

The recount must be conducted by the Election Committee no later than the 7th day after the meeting during which the election was held.

If the recount confirms the result, the president of the Election Committee informs the candidate who requested the recount, the elected candidate and president of the Regroupement des FIQ in writing.

If the recount overturns the result, the Election Committee declares the candidate with the majority vote elected.

If no candidate obtains an absolute or simple majority, the position becomes vacant and will be filled at the next meeting.

The Election Committee sends the results in writing to the president of the Regroupement des FIQ, the candidate who requested the recount, those affected by the recount (presumed elected and officially elected) and all the delegates.

### **Challenging elections**

A candidate or official delegate may submit a written challenge to the Election Committee, indicating the reasons for this challenge in the 10 days following the end of the meeting.

The Election Committee must render a written decision and recommendations, if necessary, in the 20 days following receipt of the challenge.

The Election Committee will send a copy of its decision and any recommendations to the president of the Regroupement des FIQ, as well as the person who signed the challenge, as quickly as possible. If the challenge is for the position of president, the decision and recommendations are submitted to the Provincial Executive Committee.

The Election Committee reports its recommendations at the next federation decision-making meeting, if applicable.

### **Election Committee report**

The Election Committee must submit its report to the secretary of the Regroupement des FIQ no later than 30 days after the meeting at which the election was held.

## LIST OF COMMITTEES COVERED BY THE POLICY

Types of committees	Definitions	Existing committees
Statutory	<p>Statutory committees are stipulated in the Regroupement des FIQ, FIQ and FIQP Constitutions and Bylaws, and in the Union Defence Fund Bylaws.</p> <p>The Provincial Convention elects the members, and the Provincial Council fills any vacancies.</p>	<ul style="list-style-type: none"> <li>■ FIQ and FIQP Executive Committees</li> <li>■ Regroupement des FIQ Election Committee</li> <li>■ FIQ and FIQP Internal Audit Committees</li> <li>■ Regroupement des FIQ Union Defence Fund Committee</li> </ul>
Standing	<p>Standing committees are formed by the Provincial Convention.</p> <p>The Provincial Convention elects the members, and the Provincial Council fills any vacancies.</p>	<ul style="list-style-type: none"> <li>■ Status of Women Committee</li> <li>■ Youth Committee</li> <li>■ Occupational Health and Safety Committee</li> <li>■ Education-Animation Committee</li> </ul>

Types of committees	Definitions	Existing committees
In the collective agreement	<p>These committees are set out in the collective agreement signed by the FIQ and Comité patronal de négociation du secteur de la santé et des services sociaux (CPNSSS).</p> <p>The Provincial Council elects the members and fills any vacancies, if applicable.</p>	
Ad hoc	<p>Ad hoc committees are formed by the Provincial Convention, Provincial Council, Regroupement des FIQ Executive Committee or the FIQ and FIQP Executive Committees, as applicable.</p> <p>The body forming the committee determines its mandate and elects or designates its members.</p>	<ul style="list-style-type: none"> <li>■ Negotiating Committee</li> <li>■ Information - Mobilization Team</li> </ul>