



fiqp

FIQ | SECTEUR PRIVÉ

REGROUPEMENT DES FIQ

Provincial and Federation Committee Election Policy

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

JUNE 2017

This policy applies to FIQ, FIQP and RFIQ elections.

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

All applicants must be Canadian citizens and have their declaration of a member in good standing signed by a member of their union's Executive Committee.

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

This responsibility is normally delegated to the RFIQ secretary by the president of the Election Committee. The election notice must first be approved by the Election Committee.

Once the President of the Elections issues the notice that the election period is open and up until the results of the vote are announced, the delegates, including the members of the provincial and federation committees and all the Executive Committees of the FIQ and the FIQP, agree to show respect, moderation and decorum in expressing their opinions and preferences regarding a candidate.

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

To nominate a candidate, the appropriate form must be completed, signed by the candidate and seconded by two members in good standing from a union affiliated to one of the RFIQ's federations. Electronic signatures are permitted.

All nominations must include an introductory text and a 4x6 portrait-style digital photo. For FIQ and FIQP Executive Committee candidates, the length of an introductory text may be up to 360 words maximum, and for provincial and federation committee candidates, the introductory text may be 180 words maximum. Texts must be written in Arial font size 11.

The Election Committee will record the date and time the nomination was received and verify the candidate's eligibility. If the nomination is submitted on the first day of the meeting, the Election Committee will take the candidate's picture on site.

ELECTORAL CAMPAIGN

Delegates will have access to the list of candidates once it is complete.

All advertising and promotional material must be approved by the Election Committee prior to distribution. This includes electronic and paper documents, letters, handouts, posters, audio and video clips, emails, websites, Facebook pages, bookmarks, bibs, T-shirts, buttons, etc.

At the adjournment on the day before the election, it is prohibited to display and circulate advertising inside or outside the meeting room.

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

All advertising and promotional material must be displayed in compliance 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 advertising and promotional material the day before the vote is held. Upon failure to do so, candidates will be responsible for any related fees charged by the establishment, if applicable.

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

Time is also scheduled during the meeting for 3-minute presentations for Negotiating Committee candidates in the room where the elections will be held.

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 By-laws and keeping the appropriate bodies informed thereof.

All nomination documents must be sent via email to comite.election@figsante.qc.ca.

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

Electronic Voting

Enough ballots are printed 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 based 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 RFIQ and for the election of the provincial committees of the RFIQ. Official FIQ delegates will receive a personalized ballot for the election of other members of the Executive Committee of the Federation and the FIQ's Internal Audit Committee. Official FIQP delegates will receive a personalized ballot for the election of members of the Executive Committee of the Federation and the FIQP's 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 clear instructions on how to vote electronically:

How to connect:

1. Enter your username and password.
2. Click CONNEXION (CONNECTION).

How to vote:

1. Cast votes for candidates by CHECKING the corresponding boxes for each committee, where applicable.
2. Click PAGE SUIVANTE (NEXT PAGE).
3. Look over your selection. Click RECOMMENCER (START OVER) if you would like to recast your vote.
4. Click SOUMETTRE MON VOTE (CAST MY VOTE) to officially submit your ballot.
5. Click TERMINER (FINISH).

Paper Ballots

The ballots are printed on paper in FIQ, FIQP or the RFIQ 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 containing the number of ballots to which the delegate is entitled.

Each envelope is sealed and labelled « ANNULÉ SI OUVERT » (VOID IF OPENED).

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

A sufficient number of voting booths are set up.

Delegates are given clear instructions on how to vote:

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

Voting Without a Voting Booth

The voting process is the same as in a voting 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 and the second collects the ballots once they have been cast.

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 regarding any disputes or uncertainties.

Vote Results

The president of the Election Committee announces the names of the elected candidates. She declares each candidate elected with the most votes for each position on the Executive Committee of the FIQ and the FIQP. She also declares the candidates who were 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.

Recount of Paper Votes

A candidate may request a recount.

The 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 seven days after the meeting during which the election was held.

If the recount confirms the result, the president of the Election Committee informs in writing the candidate who requested the recount, as well as the elected candidate and president of the RFIQ.

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 RFIQ, the candidate who requested the recount, those affected by the recount (presumed elected and officially elected) and all the delegates.

Challenging Elections

Candidates and official delegates may submit an election challenge in writing to the Election Committee. They must submit their reasons for challenging the election within ten days following the end of the meeting.

The Election Committee must issue a written decision and recommendations within 20 days of receiving the challenge.

The Election Committee will send a copy of its decision and any recommendations to the president of the RFIQ, as well as the person who wrote the challenge, as quickly as possible.

The Election Committee reports its recommendations at the next provincial or federal decision-making meeting.

Election Committee Report

The Election Committee must submit its report to the secretary of the RFIQ no later than 30 days following the meeting at which the election was held.

LIST OF COMMITTEES COVERED BY THE POLICY

Committee category	Definitions	Existing committees
<p>Statutory</p>	<p>The statutory committees are stipulated in the Constitution and Bylaws of the RFIQ, the FIQ and FIQP, as well as 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"> ■ Executive Committees of the FIQ and FIQP ■ Election Committee of the RFIQ ■ Internal Audit Committee of the FIQ and FIQP ■ Union Defence Fund Committee of the RFIQ
<p>Permanent</p>	<p>The permanent 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"> ■ Status of Women Committee ■ Youth Committee ■ Occupational Health and Safety Committee ■ Education-Animation Committee ■ Publications Review Committee (union reps selected among members of the permanent committees, 2 members per committee)

Committee category	Definitions	Existing committees
<p>In the collective agreement</p>	<p>These committees are stipulated in the collective agreements signed by the RFIQ and the 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>	
<p>Ad hoc</p>	<p>The ad hoc committees are formed by the Provincial Convention, the Provincial Executive Committee of the RFIQ or the Executive Committees of the FIQ and FIQP, 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"> ■ Negotiation Committee ■ Information and support team