

ELECTION COMMITTEE
FIQ Election Policy

Presented to the Federal Council
on March 18, 19 and 20, 2025



MEMBERS OF THE ELECTION COMMITTEE

Marie-Claude Cyr
Jean-François Gagné
Isabelle Thibault

POLITICAL RESPONSIBILITY

Isabelle Trépanier, General Secretary, Executive Committee

COORDINATION

Liliane Côté, Coordinator, Sectors and Services

REVISION AND SECRETARIAT

Communication Service

TRANSLATION

Susan Millroy, Union Consultant, Communication Service

The policy applies to FIQ elections.

ELIGIBILITY (FIQ: CH. X, ART. 2)

According to the Professional Syndicates Act, an applicant must be a Canadian citizen to run for a position on the Executive Committee.

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 (FIQ: CH. X, ART. 7)

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

ELECTION NOTICE (FIQ: CH. X, ART. 3)

This responsibility is delegated to the FIQ General Secretary by the president of the Election Committee. The election notice must first be approved by the Election Committee.

NOMINATIONS (FIQ: 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 FIQ affiliated union 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 Executive Committee
- ◆ Maximum of 180 words for candidates for 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 has a maximum of 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

As of the date the election notice is issued by the general secretary of the FIQ and the results of the vote are announced, the delegates, including the members of the FIQ committees and Executive Committee, agree to show respect, moderation and decorum in the expression of their opinions or preferences for a candidate. 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 Executive Committee candidate presentations during the meeting. Presentations may not exceed ten minutes for the presidential candidate for the Executive Committee, 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@figsante.qc.ca, the Election Committee has a maximum of 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 (FIQ: CH. X, ART. 5)

Electronic vote in the meeting room

Access codes to the Lumi platform will be sent to delegates in the most appropriate way for the body where the election is being held.

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

At the meeting, the chairperson invites the president of the Election Committee 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:

The vote is by secret ballot according to the FIQ Constitution 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 FIQ Executive Committee and for each FIQ 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

Personalized envelopes are prepared for each delegate, containing the following information: the username, password, and the number of votes to which she is entitled.

Each envelope is sealed and labelled “ANNULÉ SI OUVERTE” (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 instructions on how to vote electronically:

How to connect:

1. Enter your USERNAME and PASSWORD.
2. Click on CONNEXION (CONNECTION).
3. If a delegate's envelope has been opened or the seal broken, she will lose her right to vote.

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 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 OUVERTE” (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 “ $\sqrt{\quad}$ “;
- ◆ Accepted number of votes: one selection per position on the Executive Committee and as many choices as the number of vacant positions on each of the FIQ 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 elected, for each position on the Executive Committee, the candidate who obtains an absolute majority. She also declares elected as substitutes on the federation and statutory committees all the candidates who were not elected.

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 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 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 ten 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 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 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 General Secretary of the 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 FIQ Constitution and Bylaws, and in the Union Defence Fund Bylaws.</p> <p>The Convention elects the members, and the Federal Council fills any vacancies.</p>	<ul style="list-style-type: none"> ♦ Executive Committee ♦ Election Committee ♦ Internal Audit Committee ♦ Union Defence Fund Committee
Standing	<p>Standing committees are formed by the Convention.</p> <p>The Convention elects the members, and the Federal 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 ♦ Communication Committee
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 Federal Council elects the members and fills any vacancies, if applicable.</p>	

Types of committees	Definitions	Existing committees
Ad hoc	<p>Ad hoc committees are formed by the Convention, Federal Council or Executive Committee, 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"> ◆ Negotiating Committee ◆ Anti-racism committee ◆ MOT, non-replacement and substitution of job titles committee ◆ Strategic coordination committee ◆ Working group on the constitution and bylaws and operating structures ◆ Working group on the financial management of the transition ◆ Working group on the offer of service ◆ Committee on the revision of the expense policy for union representatives ◆ Pay Equity Committee ◆ Policy Implementation and Monitoring Committee (PIMC) on the Policy on the fair representation of

Types of committees	Definitions	Existing committees
		women in positions of power