

Policy for the Role and Selection of Chairs and Co-chair Alternates

The YUSA constitution states that:

Article V Section 2(a)

Standing Committees shall elect, annually, from among its members a Chair and an alternate who will prepare agendas and preside over meetings. The Chair or the CoChair (alternate) shall represent the Committee as a voting member on the Executive Board.

Article VI Section 2(c)

The Chair or Co-Chair (alternate) shall represent the committee as a voting member on the executive board.

This shall be interpreted to mean that:

In all cases this will result in two positions being filled by elections:

- 1) Chair
- 2) Co-Chair (alternate)

Functions of the Chair

Chairs facilitate and coordinate meetings of their committee (see Committee Terms of Reference). Every effort should be made to ensure that each committee members' voice is heard and that decisions are made in a democratic fashion either by consensus or majority vote. Chairs will coordinate the drafting of semi-annual reports as required in Article V Section 2(b) of the constitution. In the absence of any specific direction, committees shall be run according to Bourinot's rules of order. The Co-Chair alternate will act as Chair in the absence of the Chair. Chairs and Co-Chair alternates will be elected annually for a one year term. The Chair and Co-Chair alternate may attend executive board meetings. Normally the Chair will vote, however if the Chair is unavailable then the Co-Chair alternate will vote on behalf of the committee.

Election of Committee Chair and Co-Chair alternates

The union office will co-ordinate the process for election of committee Chairs and Co-chair alternates.

The election of committee Chairs and Co-Chair alternates shall take place as soon as is practicable after the elections following the AGM are concluded, while giving provision for adequate notice. Elections shall normally take place during the months of November, December or January.

Notice that a vote will commence should normally be sent at least one week in advance via email to all committee members. This e-mail shall include the date, time and location of the meeting where the election will take place.

If any committee member wishes to run for Chair or Co-Chair (alternate) but they will not be able to attend the election meeting, they may put their name forward as a candidate by contacting the union office via e-mail and indicating which position they are interested in running for (Chair or Co-Chair alternate). The candidate may also attach a personal statement.

Election Meeting

Normally a full-time officer or their designate shall attend the meeting to conduct the election in a fair and impartial manner.

During the meeting the full-time officer or designate shall ask all committee members if they wish to run for the position of Chair. Sufficient time will be given for members to put their names forward and to make a statement to the committee about their interest in being Chair.

If only one member puts their name forward to run for a position:

If only one member chooses to run for the position of Chair, then that member will be acclaimed. After the Chair has been appointed then other members shall be solicited to put their name forward for the position of Co-chair alternate. If only one person puts their name forward for the position of Co-chair alternate then that person shall also be acclaimed.

If more than one member puts their name forward to run for a position:

If more than one member chooses to run for a position an election shall commence immediately, beginning with the Chair. The candidate with the highest number of votes will be elected.

In the event of a tie

In the event of a two way tie, the full-time officer conducting the election shall cast the deciding vote. As per Bourinot's rules of order Section 13, they will provide a justification. Candidates will have an opportunity to speak again.

Election Procedures

All elections described above shall follow these procedures. A full-time officer or designate will conduct the election. Quorum of 50% +1 is required to conduct a vote. Each candidate shall be given time to make a short speech to the committee.

Voting shall be conducted via secret ballot. Only individuals who will be sitting on the newly elected committee can vote for the Chair. For committees with continual membership (i.e.

Health and Safety; Stewards voting for the Grievance Committee; Job Evaluation) all committee members may vote.

After all ballots have been cast they shall immediately be counted by the full-time officer or designate in the presence of all committee members present and the results declared.

If the candidates wish to review the ballots after they have been counted they shall be allowed to do so. At the conclusion of the election there shall be a motion to destroy the ballots.

Only committee members who are physically present may vote. Proxy voting is not permitted.