

Policy for the Role and Selection of Chairs and Vice Chairs

The YusApuY constitution states that:

Article V Section 3(a)

Standing Committees shall elect, one every two years, from among its members a Chair and a Vice Chair who will prepare agendas and preside over meetings. The Chair or the Vice Chair shall represent the Committee as a voting member on the Executive Board.

Article VI Section 2(c)

The Chair or Vice Chair 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) Vice Chair

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 Vice Chair will act as Chair in the absence of the Chair. Chairs and Vice Chairs will be elected biennially for a two-year term. The Chair and Vice Chair may attend executive board meetings. Normally the Chair will vote, however if the Chair is unavailable then the Vice Chair will vote on behalf of the committee.

Election of Committee Chair and Vice Chairs

The union office will coordinate the process for the process for election of committee Chairs and Vice Chairs.

The election of committee Chairs and Vice Chairs shall take place as soon as is practicable after the elections are concluded. Elections shall normally take place prior to the beginning of the term of office.

Notice that a vote will commence should normally be sent at least one week in advance via email to all committee members. This email 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 Vice Chair 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 email and indicating which position they are interested in running for (Chair or Vice Chair). 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 Vice Chair. If only one person puts their name forward for the position of Vice Chair 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 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.