

6. CONTRACT BARGAINING COMMITTEE

Policy

A Contract Bargaining Committee with as diverse a membership as possible, shall be formed by vote of members.

Procedure

6.1 Formation of Contract Bargaining Committee

- A. The Contract Bargaining Committee will have seven (7) members.
- B. A call for an election to the Contract Bargaining Committee will be distributed to all GLP members and published on the PEA website. Elections shall follow the PEA's Association Executive Policy regarding elections, specifically Policy 2. Election, 2.1 Balloting Guidelines and 2.2 Balloting Guidelines for Electronic Elections (see Appendix to Policy 6.1 Formation of Contract Bargaining Committee).
- C. To effectively represent the professions and to promote inclusivity, the Contract Bargaining Committee shall consist of no more than two members from any one licensed profession where possible and include committee members from different geographic locations, of different genders and a range of years of service.
- D. A member of the GLP chapter executive as appointed by the GLP chapter executive shall be the 7th member on the contract bargaining committee.
- E. When determining the successful candidates the executive shall choose the delegate with the greatest number of votes. The executive shall proceed down the list basing the selections on the greatest number of votes and the professional designation of the individual delegates.
- F. Where the executive determines that (E) above does not result in a contract bargaining committee that sufficiently represents the membership in terms of professions, genders, years of service or location of work, the executive shall appoint no more than two contract bargaining committee members from the candidates list.
- G. In the event that insufficient members respond to the call, the executive will appoint additional member(s) to the Contract Bargaining Committee inconsideration of (C) above.

The executive shall be kept appraised of bargaining activity and will participate directly in the development of the membership bargaining survey.

The Contract Bargaining Committee shall use consensus decision making and where that is not possible shall use majority vote.

Appendix to 6.1 Formation of Contract Bargaining Committee from the Association Executive Guide

2. ELECTIONS

2.1 Balloting Guidelines

This policy applies to all elections, referenda, votes, and polls directed to the whole membership or a segment of the membership, where the Association Executive or a chapter executive has determined that there shall be a secret ballot.

A. Balloting Materials

1. All members eligible to participate in the referendum or poll shall be sent the following material on the same day in an envelope marked "Time Sensitive Voting Material Inside":
 - a) ballot instructions;
 - b) a return envelope;
 - c) an authentication envelope on which space is provided for including their name, membership number and signature;
 - d) a smaller envelope marked "Ballot";
 - e) a ballot

2. Ballot instructions shall include the following directions:
 - a) Mark an "X" in the appropriate box(es).
 - b) Place the marked ballot in the ballot envelope and seal that envelope in the larger authentication envelope.
 - c) On the authentication envelope, print your name, membership number and append your signature. Your membership number will be found on the address label or by asking your local representative or calling the union office.
 - d) Place the authentication envelope in the return envelope.
 - e) Mail the ballot such that it is returned by [deadline time and date].

B. Scrutineers

Prior to distribution of ballots the President, or in their absence, any one of the table officers, will ensure that at least two (2) scrutineers are appointed. Each scrutineer shall be notified of this policy. It shall be the responsibility of scrutineers to supervise the safekeeping and counting of ballots.

C. Counting of Ballots

1. Scrutineers shall not reject a ballot where the authentication envelope does not contain all the information listed in paragraph 1 above, but will reject a ballot where the identity of the voter cannot be ascertained from the authentication envelope or where the envelope does not bear the member's signature.
2. At the time set for counting of ballots the scrutineers will open all authentication envelopes and remove all ballot envelopes. Ballot envelopes shall be opened only after *all* ballot envelopes have been removed from the authentication envelopes.
3. Counting of ballots shall not commence until the deadline set for return of ballots and no ballots shall be accepted after that deadline.
4. Scrutineers shall accept ballots marked with an "X" or other mark which makes the voter's intention clear, but shall reject a ballot for any of the following reasons:
 - a) Ballot reveals voter's identity;
 - b) Ballot fails to make clear the voter's intention;
 - c) Ballot contains more or less than the number of marks required for that ballot;
 - d) Ballot is not sealed within the ballot envelope;
 - e) Ballot envelope contains materials other than the ballot.
5. All scrutineers shall remain present during the opening of envelopes and counting of ballots.

D. Ballot Report

The scrutineers shall prepare a report indicating the result of the ballot and shall attest to that result by affixing their signatures to the ballot report.

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2.2 Balloting Guidelines for Electronic Elections

This policy applies to all elections, referenda, votes, and polls directed to the whole membership or a segment of the membership, where the Association Executive or a chapter executive has determined that there shall be a secret ballot by electronic election, except where the Constitution & Bylaws or the Labour Relations Act requires a ballot by other means.

A. Balloting Materials

1. All members eligible to participate in the referendum or poll shall be sent the following material on the same day:
 - a) Online election instructions; and
 - b) Individual elector ID and password.
2. Ballot instructions shall include the following directions:
 - a) The eligible voting dates; and
 - b) Contact information if they encounter difficulties.

B. Scrutineers

1. Prior to distribution of ballots the President, or in their absence, any one of the table officers will ensure that at least two (2) scrutineers are appointed. Each scrutineer shall be notified of this policy. It shall be the responsibility of scrutineers to supervise the election. Scrutineers will be provided administrator access to required logs of electronic voting activity from the technology provider prior to the start of the election.
2. Scrutineers shall ensure that each voter casts one ballot either electronically or by other means. If a voter casts two ballots, neither ballot will count.

C. Ballot Report

The scrutineers shall prepare a report indicating the result of the ballot. The scrutineers shall attest to that result by email.

D. Monitoring

Association staff will provide confirmation from the electronic voting provider that the system selected to process and manage electronic voting will possess appropriate levels of security and ensure that members are only able to cast a single vote, without the identification of the vote associated with any particular member.

E. Extenuating Circumstances

In the event that the voting member was unable to cast their vote due to a limited or temporary failure of the electronic system, the scrutineers or their designate will review the claim and accept the vote from the voting member in an alternative manner deemed appropriate by the scrutineers or their designate.

Where there are significant extenuating circumstances that preclude an individual from voting electronically the member may seek approval of the Executive Director to receive a paper ballot.

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