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Information Re Nominations
For
CUPE Local 997
Executive Committee and Officers Positions

Nominations to be held at the

Regular General Meeting
Saturday, May 14, 2011 - 10:30 a.m.
Archie Stouffer E.S. - Library
(Minden)

From CUPE Local 997 By-Laws:

SECTION 7 – TERM OF OFFICE – EXECUTIVE BOARD AND OFFICERS (Sept 01 11 – Aug 31 13)

The Term of Office shall be two years commencing on September 1 of the first and ending on August 31 of the second year. Trustees are elected for one, two or three year term, as per the CUPE National Constitution.

SECTION 8 – DUTIES OF OFFICERS - A summary chart is provided on Page 2.

SECTION 16 - NOMINATIONS FOR ELECTION TO OFFICE

- a) Nominations shall be received at the General Meeting in May for all positions: President, Vice-President, Recording Secretary, Secretary-Treasurer, Trustees (as provided for in the Constitution), Warden Conductor and Chief Stewards.
- b) The nominations and election of: President, Vice President, Recording Secretary, Secretary Treasurer, Trustee and Warden Conductor shall be by members at large.
- c) The nomination and election of Chief Stewards shall be by the unit and job classifications.
- d) To be eligible for nomination, a member shall have attended at least 2/3 of the membership meetings held in the previous 12 months or in the period he was a member, if less than a year, unless a valid reason, acceptable to the Local, has been given for non-attendance.

No nomination shall be accepted unless the member is in attendance at the nomination meeting or has allowed to be filed at such meeting his consent in writing and duly witnessed by another member. No member shall be eligible for nomination if more than thirty days in arrears of dues and/or assessment. No member may be elected to more than one office.

- e) Nothing contained in (a) or (b) of this article shall be deemed to conflict with the provisions of Article XVII, Section 3 of the Constitution.

SECTION 17 – ELECTIONS

Where there are two or more nominations for a position further details/information will be forwarded to all worksites following the May 14th meeting regarding the elections process as per the CUPE 997 By-Laws (Page 13).

SECTION 8 – DUTIES OF OFFICERS

EXECUTIVE COMMITTEE: 9 Members - President, Vice-President, Recording Secretary, Secretary-Treasurer and Chief Stewards: Custodial, Maintenance, Office/Clerical, Technical and Educational Assistants

President	Vice-President	Recording Secretary	Secretary-Treasurer
Spokesperson for all matters pertaining to the Local and Bargaining Units	Perform all duties of the President if the office of President falls vacant	Keep full, accurate account of all General, Special and Executive Committee Meetings	Receive all dues
Enforce CUPE Constitution and CUPE 997 By-Laws	Present the Executive Committee Report to the Membership	Prepare and distribute copies of Minutes to 997 Communicators and Executive Committee	Promptly deposit all monies and process all accounts payable
Chair of Negotiations Committee	Ex-officio member of all CUPE Local 997 Committees	Prepare and distribute other material as required	Prepare and remit per capita (dues) payments
Chair of Grievance Committee and speak to all grievances for all Units		File a copy of all letters sent out and keep on file all communications	Have open all books for Audits
Ex-officio member of all CUPE Local 997 Committees			
Chair Executive, General and Special Meetings – decide all points of order and procedure (subject always to appeal by Members)			
Have a vote on all matters (except appeals against his rulings), in case of a tie right to cast additional vote			
Fill Committee vacancies where elections are not provided for			
Call Special Meetings when requested by Executive Committee or by 10 members in writing.			

CHIEF STEWARDS (5) Custodial - Maintenance – Office/Clerical - Technical - Educational Assistant	
Contact person for Members with work place problems, concerns or Grievances	
Assist the President with investigating Grievances	
Attend Labour/Management meetings as required	
Member of Negotiations Committee	

OFFICERS: Executive Committee, Warden-Conductor, and 3 Trustees (Trustee positions are per the CUPE Constitution)

Warden-Conductor	3 Year Trustee (Term Sept 01 11 – Aug 31 14)
Admit only CUPE Local 997 Members to meetings	Auditing Committee (twice annually)
Ensure proper attendance is taken at meetings	Present recommendations to Executive Committee and report to Members
Perform other duties as may be assigned	Prepare and forward CUPE National Annual Report