



INSTRUCTIONS FOR CANDIDATES

IMPORTANT: Please read before completing nomination sheets.

For Locals 4091, 4092, 4094 & 4095 Members:

In accordance with Article 11 & Appendix C of the Bylaws, you can only run for **one (1)** of the following positions:

Local President - OR - Local Vice-President - OR - Local Secretary-Treasurer - OR - Local Trustee

For Local 4098 Members:

In accordance with Article 11 & Appendix C of the Bylaws, you can only run for **one (1)** of the following positions:

Local President - OR - Local Vice-President - OR - Local Secretary-Treasurer

- OR - one (1) of three (3) Toronto Base Vice-Presidents - OR - one (1) of two (2) Montreal Base Vice-Presidents

- OR - Local Trustee

INSTRUCTIONS FOR CANDIDATES

1. LOCAL OFFICERS

Nomination sheets must have the following:

A. Signatures from members in accordance with C.1.1

C.1 Eligible Voters for Local Votes

C.1.1 Eligible voters are all cabin personnel employed by Air Canada and currently based at the Local holding a vote, including all Local members on a leave of absence as defined under the Collective Agreement and applicable Letters of Understanding. The list of eligible voters shall be based on the most current Air Canada employee records and will be referred to as the "Membership List".

B. Minimum number of signatures in accordance with C.4.3

C.4.3 Nominations forms as provided by the Component Tabulating Committee, as provided by the Component Tabulating Committee, must have signatures from lesser of either:

- (a) Fifty (50) members of the eligible voters on the Local's Membership List; or
- (b) Five (5%) percent of the eligible voters on the Local's Membership List.

* For Local 4098 Base Vice-Presidents' nomination forms must have at least fifty (50) signatures from eligible voters on their **Base's** "Membership List" or signatures from five percent (5%) of their **Base's** eligible voters, whichever is the lesser.

NOTE: Altered forms WILL NOT be accepted.

2. COLLECTION OF SIGNATURES

Nomination sheets are available at www.accomponent.ca or on request from your Local office.

Any **member** may fill out and sign a nomination sheet. A member is defined as per Article C1 as follows:

C.1 Eligible Voters for Local Votes

C.1.1 Eligible voters are all cabin personnel employed by Air Canada and currently based at the Local holding a vote, including all Local members on a leave of absence as defined under the Collective Agreement and applicable Letters of Understanding. The list of eligible voters shall be based on the most current Air Canada employee records and will be referred to as the "Membership List".

C.1.2 A member on laid off status and still eligible for recall in accordance with the Collective Agreement shall maintain their status as a member of the Local without obligation to pay Union dues and shall be eligible to vote. The list of members on laid off status and still eligible to vote shall be based on the most current Air Canada employee records.

C.1.3 Temporary cabin personnel shall be eligible to vote according to their base assignment. The list of temporary cabin personnel shall be based on the most current Air Canada employee records.

C.1.4 If during the voting process the Component Tabulating Committee is given evidence of an eligible voter's name that does not appear on the Membership List provided by Air Canada, the Component Tabulating Committee may add such name to the Membership List subject to verification of employment status and base location with Air Canada.

While members in good standing may nominate more than one candidate (even for the same position), each nomination sheet must be an original, with actual signatures. Photocopied signature and/or lists of signatures on anything other than an official nomination sheet will be ruled invalid.

To be valid, **each** nomination sheet **must** also indicate the name of the candidate and the position sought **at the top of each nomination sheet** in the space provided. Failure to provide this information will lead to the disqualification of **all** the signatures on that nomination sheet.

3. VERIFICATION OF MEMBERS

The Tabulating Committee will verify names on each nomination sheet, via the most current membership list (i.e., the most current employee list provided by Air Canada), once the documents are received.

While the Bylaws cited in points 1 and 2 above set out the minimum number of required signatures, the Tabulating Committee recommends that prospective candidates submit extra signatures to guard against the possibility of invalidation of any nominator(s). Of course, there is no limit to the total number of signatures that may be submitted by a candidate, for any position.

4. OATH OF NOMINATION

The Oath of Nomination is included in this document. A completed Oath of Nomination must be submitted to the Tabulating Committee, along with the nomination sheets.

C.4 Nomination Procedures for Local Officer Elections

C.4.4 The Oath of Nomination form (Appendix "F") must be completed in its entirety in order to be accepted by the Tabulating Committee.

5. DEADLINE

Completed original nomination sheets, with the required number of signatures, along with the completed Oath of Nomination, must be addressed to the following:

AIR CANADA COMPONENT TABULATING COMMITTEE
25 BELFIELD ROAD
ETOBICOKE, ONTARIO
M9W 1E8

Completed original nomination sheets and the Oath of Nomination must be received no later than, **February 15, 2024, at 16:00 EST** in order to be date stamped and secured by staff. Failing to comply with the above deadline will invalidate your candidacy. The Tabulating Committee recommends sending your documentation by registered mail to ensure timely delivery and receipt.

6. QUESTIONS?

If you have any questions, please contact the Tabulating Committee at tabulating@acomponent.ca.



LOCAL NOMINATION PAPERS

In accordance with Appendix C of the Air Canada Component Bylaws, this form is to be used for the collection of at least 50 signatures from eligible voters on the Local's "Membership List" or signatures from 5% of the Local's eligible voters, whichever is the lesser. **NOTE:** This form has to be completed in its entirety on each sheet.

We, the undersigned, nominate: _____ for the position of _____

If nominated I, _____ accept the nomination.

Signature of candidate _____ Date: _____

*** PLEASE DO NOT SIGN IF THE ABOVE SECTION HAS NOT BEEN COMPLETED & SIGNED BY THE CANDIDATE! ***

	<u>Employee #</u>	<u>Name (Please Print)</u>	<u>Signature</u>	<u>Local</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

Only original signed nomination papers will be accepted by the Component Tabulating Chairperson.



LOCAL NOMINATION PAPERS

In accordance with Appendix C of the Air Canada Component Bylaws, this form is to be used for the collection of at least 50 signatures from eligible voters on the Local's "Membership List" or signatures from 5% of the Local's eligible voters, whichever is the lesser. **NOTE:** This form has to be completed in its entirety on each sheet.

We, the undersigned, nominate: _____ for the position of _____

If nominated I, _____ accept the nomination.

Signature of candidate _____ Date: _____

*** PLEASE DO NOT SIGN IF THE ABOVE SECTION HAS NOT BEEN COMPLETED & SIGNED BY THE CANDIDATE! ***

	<u>Employee #</u>	<u>Name (Please Print)</u>	<u>Signature</u>	<u>Local</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

Only original signed nomination papers will be accepted by the Component Tabulating Chairperson.



LOCAL NOMINATION PAPERS

In accordance with Appendix C of the Air Canada Component Bylaws, this form is to be used for the collection of at least 50 signatures from eligible voters on the Local's "Membership List" or signatures from 5% of the Local's eligible voters, whichever is the lesser. **NOTE:** This form has to be completed in its entirety on each sheet.

We, the undersigned, nominate: _____ for the position of _____

If nominated I, _____ accept the nomination.

Signature of candidate _____ Date: _____

*** PLEASE DO NOT SIGN IF THE ABOVE SECTION HAS NOT BEEN COMPLETED & SIGNED BY THE CANDIDATE! ***

	<u>Employee #</u>	<u>Name (Please Print)</u>	<u>Signature</u>	<u>Local</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

Only original signed nomination papers will be accepted by the Component Tabulating Chairperson.



Oath of Nomination

I, _____, promise to abide by the CUPE Equality Statement and the Air Canada Component Code of Conduct. As a candidate I promise to:

- (a) Be respectful, and professional towards any candidate(s), member(s) or officer(s) on any platform including social media;
- (b) Be responsible for the actions and comments of any of my campaigning assistants/promoters while campaigning;
- (c) Always ensure that all members have privacy when casting their votes.

As a candidate I promise not to:

- (a) Purposely or knowingly harm or assist in harming another member of the Union;
- (b) Open any voting platform (website, etc.) for any member;
- (c) Provide a hyperlink or any other electronic link directly to a voting platform from a personal campaign medium (personal campaign website, etc.);
- (d) Campaign during my office hours while on CUPE release time (I may campaign during my personal time (e.g. breaks or mealtime)).
- (e) Change the opening defaults on any public devices (computers, etc.) to open personal campaign media or the voting platform.

Candidate Signature

Candidate Employee Number

Candidate Print Name

Candidate Date

Witness Signature

Witness Employee Number

Witness Print Name

Witness Phone Number

Witness Date