

INSTRUCTIONS FOR CANDIDATES

IMPORTANT:

Please read before completing nomination sheets.

In accordance with Article 11 & Appendix C of the Bylaws, you can only run for **one (1)** of the following three (3) positions:

**Local President - OR - Local Vice-President - OR - Local Secretary-Treasurer
- OR - one (1) of three (3) Trustee positions per Local**

INSTRUCTIONS FOR CANDIDATES

1. LOCAL OFFICERS

Nomination sheets for **Local Officers** (Local President, Local Vice-President, Local Secretary-Treasurer, and Local Trustees [3 per Local]) must have the following:

A. Signatures from members in accordance with C3, C1.1

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 C5.2

C.5.2 Nominations forms as provided by the Component Tabulating Committee, must have at least 100 signatures for eligible voters on the Local's "Membership List" or signatures from 10% of the Local'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

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C.1.2 A member on laid off status and still eligible for recall in accordance with the Collective Agreement shall maintain her/his 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.

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. DEADLINE

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

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

Completed original nomination sheets must be received no later than, **December 15, 2016, 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).

5. DUTIES OF POSITIONS

The duties of these positions are described in a document available from your Local President.

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 100 signatures from eligible voters on the Local's "Membership List" or signatures from 10% of the Local's eligible voters, whichever is the lesser. **NOTE:** The 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.	_____	_____	_____	_____
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14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

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

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