2021 COMPONENT ELECTIONS
INSTRUCTIONS FOR CANDIDATES

IMPORTANT:

Please read before completing nomination sheets.

In accordance with Article 11 & Appendix B of the Bylaws, you can only run for one of the following four (4) positions:

Component President - or - Component Vice-President - or - Component Secretary-Treasurer - or - Component Trustee

INSTRUCTIONS FOR CANDIDATES

1. COMPONENT OFFICERS

Nomination sheets must have the following:

A. Signatures from members in accordance with B3, B3.1, B3.2

B.3 Eligible Voters for Component Votes

B.3.1 Eligible voters are all cabin personnel employed by Air Canada including all members on leave of absences 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.3.2 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 ACC 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.

B. Must have a minimum of fifty (50) signatures of members from their Component

B.6 Nomination Procedures for Component Officer Elections

B.6.3 Nomination forms, as provided by the Component Tabulating Committee, must have at least fifty (50) signatures from eligible voters on the Membership List.

NOTE: Altered forms WILL NOT be accepted.

*** IMPORTANT: Due to the current COVID-19 Pandemic, and on an exceptional basis, the Component Tabulating Committee will accept electronic signatures on nomination forms for the 2021 Component Election. An electronic signature must be the member's actual signature and not simply the member's name typed onto the nomination form. This will allow for members not actively in the workplace to nominate a candidate for a Component position. The nomination form must be filled out in its entirety by the candidate, signed off and dated prior to scanning for electronically received signatures. We are doing this to ensure all members have an opportunity to run, as well as ensure all members have an opportunity to collect signatures, with the COVID pandemic in place, many of you are not able to access your work sites or Union offices due to not having a RAIC.**

2. COLLECTION OF SIGNATURES

Nomination sheets are included in this document.

Any **member** may fill out and sign a nomination sheet. A member is defined as per Article B3 as follows:

B.3 Eligible Voters for Component Votes

B.3.1 Eligible voters are all cabin personnel employed by Air Canada including all members on leave of absences 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.3.2 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 ACC 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.

B.3.3 Temporary cabin personnel shall be eligible to vote. The list of temporary cabin personnel shall be based on the most current Air Canada employee records.

B.3.4 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 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, or electronic 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 (Component President, Component Vice-President, Component Secretary-Treasurer, or Component Trustee) **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.

B.6 Nomination Procedures for Component Officer Elections

B.6.4 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 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 nomination sheets and the Oath of Nomination must be received no later than, **November 15, 2020 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. RESUMES

In addition to the nomination sheets, candidates must also provide to the Tabulating Committee resumes for Component Officer Elections **by December 1, 2020 at 16:00 EDT**. The resumes should be sent to the Tabulating Committee electronically (in Microsoft Word format) at tabulating@accomponent.ca.

B7 Resumes for Component Officer Elections

Members who wish to be nominated for a Component Officer position shall also file a resumé to be received by the Chairperson of the Component Tabulating Committee by December 1st in the calendar year preceding the Component Officer elections. Should the resumé deadline not be met, the particular candidate(s) loses the opportunity to have their resumé made available to the ACC membership. The Component Tabulating Committee shall in turn have these resumés translated and made available online to the ACC membership. Translation shall be completed by a recognized translator who is not eligible to vote and such translation shall not be subject to approval by the candidate(s).

Resumé content must:

- fit on a maximum of either one (1) double-sided page or two (2) single-sides pages (8½" X 11");
- include enough space on the page(s) for any picture provided.
- include the full name of the candidate;
- include the intended position;
- no adverse reference shall be made to any other candidate's record.

Suggestions for resumé content include:

- picture of the candidate;
- education, experience both within and outside the airline industry;
- involvement with CUPE or other trade union experience;
- volunteer work; and
- an essay of no more than five hundred (500) words to answer the question "How can my skills and experience help the Air Canada Component of CUPE?"

7. QUESTIONS?

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

2021 COMPONENT NOMINATION PAPERS

In accordance with Appendix B of the Air Canada Component Bylaws, this form is to be used for the collection of at least fifty (50) signatures from eligible voters on the "membership list". 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!** ✸

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

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If nominated I, _____ accept the nomination.

Signature of candidate _____ Date: _____

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

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

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