

Amended by the Provincial Executive June 13 & 14, 2013

### 2-11 Guidelines for Convention Scrutineers Committee

#### Purpose

- 1.01 The purpose of the Convention Scrutineers Committee is:
- (a) to ensure that only properly elected Delegates to Convention are registered and that Life Members, Observers, Guests and Media are appropriately registered.
  - (b) to oversee all balloting processes during Convention and to render an accurate report of the result of any such ballot to the Chair of the Convention or Elections Chair as appropriate.
- 1.02 The Scrutineers shall:
- (a) Receive and investigate submissions from Union members related to the selection of Delegates and Alternates.
  - (b) Validate the credentials of all delegates attending Convention.
  - (c) Report Credentials to Convention.
  - (d) To report, forthwith, to the Elections Chair the result of each ballot.
  - (e) Count all standing votes when so directed by the Chair.
  - (f) Report to Convention at the end of each day, in writing, a statement of votes accurately detailing all counted Standing Votes and ballots indicating the total number of votes counted for each motion or election and the result.
- 1.03 The Union shall assist the Scrutineers by:
- (a) Providing the Committee with an up-to-date list of all Delegates and their Alternates by Chapter and Local, prior to commencement of registration.
  - (b) Collecting, maintaining and making available, such records as may be necessary for the Committee's work.

- (c) Paying the reasonable expenses of the Committee and its members.

### Membership

- 2.01 The Committee shall be composed of not less than twelve (12) Regular members, or Life members.
- 2.02 The Committee members shall be appointed by the Executive Committee at least one (1) month prior to Convention.

### Duties

- 3.01 The Committee shall identify, by the use of acceptable proof of identity, the Delegates to Convention prior to registration.
- 3.02 At the beginning of each session the Committee prepares a report and the Chair shall provide the Executive Secretary-Treasurer with a written summary of the credentials which have been presented and shall identify those credentials which:
  - (a) Have been challenged and ruled valid stating the supporting rationale.
  - (b) Do not conform with the Constriction and shall indicate the reasons why they have been ruled invalid.
- 3.03 The Committee shall recommend to Convention, further to Article 3.02(b) of this document, either that:
  - (a) the invalid credentials of properly elected Delegates should be validated; or
  - (b) unsubstantiated credentials should be converted to Observer status.

Convention shall accept or reject the Committee's recommendations by a majority vote of Delegates holding valid credentials. In this process, challenged credentials shall be deemed invalid until voting is finished.
- 3.04 A member of a Local's Executive may request that the Scrutineers Committee reassign to a properly elected Alternate a credential that has been ruled invalid.

- 3.05 The Scrutineers Committee may recommend a valid reassignment to Convention for approval.
- 3.06 The Scrutineers Chair is responsible for approving any changes to credentials in accordance with policy and constitutional requirements.
- 3.07 On the first evening, after registration closes for that evening, the Chair, Staff Advisor and a Records staff person tally up the Delegate count together. All three must obtain the same count.
- 3.08 On the first morning registration will close from 9:30 to 10:00 a.m. Counts are again tallied.
- 3.09 The Scrutineers Committee shall forthwith, and subsequently at the beginning of each session, submit the updated totals to Convention and file a written account with the Executive Secretary-Treasurer.
- 3.10 The Chair shall assign members of the Committee to a specific group of tables, and shall assign substitutes.
- 3.11 The Chair shall be responsible for tabulating all Standing Vote counts together with the resolution number, and for reporting them to Convention.
- 3.12 The Chair shall record separately, for any motion, the votes for and against, cast by voting members of the Committee.
- 3.13 Committee members shall tabulate the vote, for and against, for any question put to a Standing Vote and shall report, in writing, the figures to the Chair.
- 3.14 The Chair shall request a motion number from the Convention Chair for all motions not on the order paper.
- 3.15 Committee members shall distribute and collect ballots, for any question put to a ballot.
- 3.16 Within one (1) month following Convention, the Committee shall submit a written report to the Provincial Executive including any recommendations.

#### Additional Duties During an Election

- 4.01 Prior to each election, the Chair shall assign members of the Committee to each Balloting Station.

- 4.02 The Chair shall be responsible for overseeing the balloting process and for reporting the result to the Elections Chair.
- 4.03 The Chair shall prepare a written report to the Elections Chair.
- The written report shall be sealed in an envelope and taken by the Chair of the Sergeant-at-Arms Committee to the Elections Chair.
- 4.04 The Chair shall retain all ballots in a secure place until directed by the Elections Chair to destroy the ballots.
- 4.05 The Committee members at each Balloting Station shall:
- (a) ensure that each voting delegate and only voting delegates have an opportunity to receive ballots
  - (b) ensure that all ballot issued are accounted for
- 4.06 When the tabulation is completed, the members of the Scrutineers' Committee and any others present in the room in which the count took place shall remain in that room until the Elections Chair has announced the results to Convention. The Sergeant-at-Arms Committee shall ensure the doors to the polling station room remain tiled during this period.

#### Counting and Release of Ballot Count

- 5.01 When the Committee has finished their ballot count, the Convention business will be suspended immediately and the report given to Convention.
- 5.02 The Election Chair shall, immediately upon receipt of the sealed ballot results, advise the Convention Chair.
- 5.03 The Convention Chair shall suspend debate as soon as the current speaker concludes their remarks and call upon the Election Committee to announce the results.
- 5.04 The Election Chair shall announce the
- (1) total ballots cast
  - (2) number of spoiled ballots
  - (3) number of votes received by each candidate.

- 5.05 As soon as the Election Chair has announced the results, the Chair of the Sergeant-at-Arms Committee shall ensure the doors of the polling station are untiled.

Facilities for Scrutineers Committee

- 6.01 The polling station shall be separate in an area away from the Convention Floor.
- 6.02 The floor plan shall ensure easy accessibility for the scrutineers to perform their duties and the room is in such a position to access washroom facilities and be easily secured.



Provincial Executive – June 10 & 11, 2011

### 2-14 Guidelines for Convention Sergeant-At-Arms Committee

#### Purpose

- 1.01 The purpose of the Convention Sergeant-At-Arms Committee is to maintain decorum in the Convention Hall and to ensure that only properly credentialed Delegates are allowed to sit at tables where a vote may be conducted.
- 1.02 The Committee shall ensure that those with non-voting status shall sit only in assigned areas.
- 1.03 The Committee shall secure the Hall by tiling the doors when so directed by the Convention Chairperson.
- 1.04 The Committee shall provide security during the tabulation of a ballot to ensure the confidentiality and continuity of the balloting process.

#### Membership

- 2.01 The Committee shall be composed of, not less than ten (10) Regular or Life members and not more than fifteen (15) Regular or Life members who shall preferably not be Convention Delegates.
- 2.02 The Committee members shall be appointed by the Executive Committee at least one (1) month prior to Convention.

#### Duties

- 3.01 The Chairperson shall assign duties to the members of the Committee.
- 3.02 The Committee shall ensure that all Delegates wear the appropriate identification.
- 3.03 The Committee shall ensure the proper seating of Delegates and non-Delegates in the Hall.
- 3.04 The Committee shall ensure that no person shall either enter or leave the Hall when the doors are tiled.

- 3.05 The Committee shall act on the order of the Convention Chairperson to secure the Hall, segregate delegates into voting and non-voting attendees, or remove any person named by the Convention Chair.
- 3.06 The Committee shall handle all potential crowd control situations at AUPE functions during Convention.
- 3.07 The Chair of the Committee, or his/her designate, shall provide security to Convention Hall.