

**Canadian Association of Professional Employees
National Executive Committee
Voting Subcommittee
Terms of Reference**

1. Purpose

The Voting Subcommittee (the “Subcommittee”) is established under the authority of, and is accountable to, the National Executive Committee (the “NEC”) of the Canadian Association of Professional Employees (“the Association”). The Subcommittee shall function as stipulated in these terms of reference.

2. Mandate

- A. The Subcommittee will review the issue of low voter turnout within the Association by examining voting initiatives and incentives being utilized by other unions and draw from successful strategies.
- B. The Subcommittee will make recommendations to the NEC and will provide guidance on the implementation of activities and resources designed to increase efforts to boost the Association’s membership voting numbers.
- C. Reviewing the voting system types to propose new methods such as ranked voting and voting thresholds for specific types of votes (dues, joining other groups, etc...).

3. Composition

- A. The Subcommittee may be composed of:
 - a) The President and 1 Vice-President as voting members;
 - b) A minimum of 3 NEC members and to endeavour to have more than one bargaining unit represented, as voting members, one of whom will Chair the Subcommittee; and
 - c) Management and staff resources as designated by the President, as non-voting members.
- B. The Chair of the Subcommittee shall be elected from the Subcommittee NEC members.
- C. The Subcommittee may elect a Vice-Chair, who shall be elected from the Subcommittee voting members.
- D. The Chair of the Subcommittee shall notify the NEC of the departure of any Subcommittee member at the next regularly scheduled NEC meeting.

- E. If the Subcommittee membership falls below the minimum number of voting members, replenishment of the Subcommittee membership shall be the responsibility of the NEC.
- F. The Chair shall ensure that a record of all decisions and recommendations of the Subcommittee is maintained. The Chair may appoint a recording secretary as appropriate.
- G. The management and staff of the Association will provide other services to the Subcommittee as requested by the Chair.

5. General Provisions

- A. The Subcommittee derives its authority from s. 12.1 of the Constitution to review and provide recommendations to the NEC;
- B. The Subcommittee shall meet on an ad hoc basis, as convened by the Chair or, as requested by a member of the Subcommittee or the NEC;
- C. A simple majority of the Subcommittee voting members, which shall include the Chair and/or Vice-Chair, will constitute a quorum for Subcommittee meetings;
- D. It is expected that decisions of the Subcommittee will be made by consensus and that formal votes will not be frequently required. Should, however, a vote be moved, it will be decided as follows: within quorum, each voting member is entitled to one vote; 50% plus one will carry the vote. In the case of a tie, the Chair shall cast the deciding vote;
- E. The Subcommittee shall have a calendar of business, maintained by the Chair, for the purpose of ensuring that each meeting agenda addresses responsibilities as outlined in these terms of reference;
- F. The Subcommittee shall provide an update to the NEC at every regular NEC meeting, and as requested, with 72 hours notice, at Special NEC meetings;
- G. In accordance with the practices of the Association, meetings of the Subcommittee shall be restricted to the Subcommittee members, with the exceptions of persons attending by express invitation of the Subcommittee Chair (or designate);
- H. In addition to the powers conferred by s. 12.9 of the Constitution, any participant in a Subcommittee meeting who may be in conflict of interest or perceived conflict of interest shall recuse themselves from the portion of the meeting where the matter giving rise to the conflict is discussed. Should they fail to recuse themselves, they may be asked to leave the meeting or absent themselves from the room for a discussion should they be deemed, by a majority of the subcommittee, to be in a perceived or real conflict of interest. Any refusal to

comply with such a request will be noted in the minutes and reported to the NEC;

- I. The Chair has the authority, pursuant to By-Law 14 (*Suspension Due to Absenteeism*), to ensure that attendance requirements are respected.
- J. The duration of the Subcommittee will be by project length.

These terms of reference were approved at the NEC meeting of _____ 2021.