

**REGULATIONS GOVERNING THE  
ELECTION PROCEDURES IN THE EVENT OF A VACANCY IN  
THE POSITION OF NATIONAL PRESIDENT OR NATIONAL SECRETARY-TREASURER**

*(as adopted by the COPE SEPB National Executive at its meeting held June 19<sup>th</sup>, 2016 in Toronto, ON)*

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**Introduction**

- 1- These regulations are adopted in compliance with the National Constitution stating that the National Executive is empowered to adopt:
  - Regulations governing the election procedures in the event the office of the National President or of the National Secretary-Treasurer become vacant and the convention is more than six (6) months away.

**Scrutineer**

- 2- The Election Chairperson shall nominate one person to assist him/her in carrying out his/her duties and to act as scrutineer during the ballot count.
- 3- This person cannot run as a candidate and shall remain impartial during the entire election process.

**Election Notice**

- 4- The Election Chairperson shall send a notice of election to all the Locals as soon as possible after his/her appointment as Election Chairperson.
- 5- This notice shall be forwarded to each Local's President with a copy to the Recording Secretary of the Local.
- 6- This notice shall include the following information:
  - Eligibility requirements to run as a candidate;
  - Forms to complete to run as a candidate:
    - Nomination form with a proposer and a seconder;
    - Acceptance Form, if elected;
  - Method for submitting nomination forms to the Election Chairperson;
  - Right for a candidate to designate a member as scrutineer during ballot counting, all costs related to be borne by the candidate.

### **Ballot Counting**

- 7- Ballot Counting is performed by the Election Chairperson assisted by the appointed scrutineer and in the presence of the candidates' scrutineers should such be the case.

### **Results**

- 8- After each balloting count the Election Chairperson shall declare which candidate is elected or which candidate is to be dropped from subsequent balloting.

### **Retention of Ballots**

- 9- The ballots shall be kept for a period of one year after which time which they shall be destroyed except if a challenge is ongoing.