



DIVISIONAL BOARD ELECTIONS — THIS FALL

Please watch your union board and ufcw1000a.ca for an announcement regarding the vote date and time for your division.

The elections will take place as per *Policy #25 Divisional Structure & Guidelines* below:



Policy #25 Divisional Structure & Guidelines

25.1 This policy is effective upon the conclusion of the 2004 convention of UFCW Local 1000A, and any approved amendments to this Policy by the Executive Board effective immediately. Amendments have been made June 24, 2011, July 31, 2013 and July 28, 2015.

25.2 Pursuant to Article XIX – Divisional Structure – of UFCW Local 1000A Bylaws, the following shall be the Divisional Structure for UFCW Local 1000A. Divisions shall be defined and/or amended by the Executive Board of UFCW Local 1000A.

25.3 The Divisions are as listed below:

Loblaws Great Food & RCSS and Other Retail (Corporate) Divisions:

Toronto Division
London Division
Ottawa Division

Warehouse / Transport Division

Retail Franchise Divisions (Franchise/Corporate Operated Franchise locations No Frills, YIG or Valumart and Other Banners):

London Retail Franchise Division
Northern Retail Franchise Division
Southwestern Retail Franchise Division
Ottawa Retail Franchise Division
Toronto Retail Franchise Division

Trenton Retail Division

Manufacturing, Processing, Packing and Service Sector Division:

Best Western Mariposa Inn
Brandt Meats
Chubb Edwards
Cineplex
Compass Group
Greek Community of Metropolitan Toronto
Host Canada
Kretschmar
Lenscrafters
Nexcycle Plastics
Pepe's Mexican Foods
Premiere Tech
Sysco Meats
Trafalgar Castle School
Unico

Toronto 114P Industrial Division

25.4 The structure of each division will be as follows;

Loblaws Great Food & RCSS Divisions AND Retail Franchise Divisions

i) Provided that the Divisional membership exceeds 50 full-time members, each Divisional Executive shall consist of a President, a Vice-President and a Secretary Treasurer. The President shall be elected from the full-time employee membership of that Division, by the members of that Division. The Vice President and the Secretary Treasurer shall be elected from the full-time

or part-time membership of that division by the members of that division.

ii) In the event the Divisional membership exceeds 900, the Division shall have a divisional officer called "divisional board member at large, for each 300 or major fraction thereof, in excess of 900, up to a maximum of 15 positions on the divisional executive board elected from the full-time or part-time employee membership.

iii) The positions of President, Vice President and Secretary Treasurer shall be filled by members in accordance with i) above but shall be from different workplace addresses. There shall be no more than two (2) members, with the exception of workplace reassignment(s), from one workplace address at any one time.

iv) In the event the Divisional membership is less than 50 full-time employee members, the Division shall have one elected officer from the full-time employee membership, who shall be elected from the full-time employee membership of the Division by the members of the Division and one elected officer from the part-time employee membership, who shall be elected from the part-time employee membership in the Division by the members of the Division.

Warehouse / Transport Division

i) Provided that the Divisional membership exceeds 50 full-time members, the Divisional Executive, shall consist of a President to be

Policy #25 Divisional Structure & Guidelines — Continued

ected from the full-time employee membership at large of this Division by the employee members of this Division, a Vice-President from each distribution center elected from the full-time or part-time employee membership of each distribution center by the employee members of that distribution center, a Vice-President elected from the full-time or part-time Transport employee membership by the transport employee members, and a Secretary Treasurer to be elected from the full-time or part-time employee membership at large of this Division, by the employee members of this Division.

ii) In the event the Divisional membership exceeds 900, the Division shall have a, divisional officer called “divisional board member at large, for each 300 or major fraction thereof, in excess of 900, up to a maximum of 15 positions on the divisional executive board elected from the full-time or part-time employee membership.

iii) The positions of President, Vice President(s) and Secretary Treasurer shall be filled by members in accordance with i) above but shall be from different workplace addresses if more than one workplace exists. There shall be proportional representation of divisional board member at large having regard for the number of workplaces and/or bargaining units at the time of the election for the Divisional Board.

iv) In the event the Divisional membership is less than 50 full-time employee members, the Division shall have one elected officer from the full-time employee distribution center membership, who shall be elected from the full-time employee distribution center membership by the distribution center membership of the Division AND one elected officer from the full-time employee transport membership, who shall be elected from the full-time employee transport membership of the Division by the Transport membership of the Division AND one elected officer from the part-time employee distribution center membership, who shall be elected from the part-time employee distribution center membership by the distribution center membership of the Division AND one elected officer from the part-time employee transport membership of the Division by the Transport membership of the Division.

Trenton Retail Division

i) Provided that the Divisional membership exceeds 50 full-time members, the Divisional Executive shall consist of a President, a Vice-President representing Corporate, a Vice President representing Franchise and a Secretary Treasurer. The President shall be elected from the full-time employee membership of that Division by the members of that Division. The Vice-President representing Corporate shall be elected from the full-time or part-time employee membership of the Corporate stores, as outlined in 25.3 above, by the members of the Corporate stores, a Vice President representing Franchise/

Corporate Operated Franchise, as outlined in 25.3 above, shall be elected from the full-time or part-time employee membership of the Franchise stores by the members of the Franchise stores, Secretary Treasurer and divisional officer called “divisional board member at large” shall be elected from the full-time or part-time employee membership by the members of that Division.

ii) In the event the Divisional membership exceeds 900, the Division shall have a, divisional board member at large, for each 300 or major fraction thereof, in excess of 900, up to a maximum of 15 positions on the divisional executive board elected from the full-time or part-time employee membership.

iii) The positions of President, a Vice President representing Corporate, a Vice President representing Franchise and Secretary Treasurer shall be filled by members in accordance with i) above but shall be from different workplace addresses. There shall be no more than two (2) members, with the exception of workplace reassignment(s), from one workplace address at any one time.

iv) In the event the Divisional membership is less than 50 full-time employee members, the Division shall have one elected officer from the full-time employee Corporate membership, who shall be elected from the full-time employee Corporate membership of the Division by the employees of the Corporate membership of the Division AND one elected officer from the full-time employee Franchise membership of the Division by the employees of the Franchise membership of the Division AND one elected officer from the part-time employee Corporate membership, who shall be elected from the part-time employee Corporate membership in the Division by the employees of the Corporate membership of the Division AND one elected officer from the part-time employee Franchise membership in the Division by the employees of the Corporate membership of the Division.

Manufacturing, Processing, Packing and Service Sector Divisions

i) Provided that the Divisional membership exceeds 50 full-time members, the Divisional Executive shall consist of a President, a Vice-President and a Secretary Treasurer. The President shall be elected from the full-time employee membership of that Division, by the members of that Division. The Vice President and the Secretary Treasurer shall be elected from the full-time or part-time membership of that division by the members of that division.

ii) In addition, each bargaining unit within the Division, providing that the unit exceeds 50 full-time employee members, shall elect 1 divisional officer called “divisional board member at large from the employee membership of that bargaining unit, by the employee members of that bargaining unit.

iii) Not more than 1 representative from a bargaining unit shall be elected to the divisional board.

iv) In addition, one representative may be elected from the bargaining units with less than 50 employee members, from the combined employee membership of those bargaining units.

Toronto 114P Industrial Division

i) Provided that the Divisional membership exceeds 50 full-time members, the Divisional Executive shall consist of a President, a Vice-President and a Secretary Treasurer. The President shall be elected from the full-time employee membership of that Division, by the members of that Division. The Vice President and the Secretary Treasurer shall be elected from the full-time or part-time membership of that division by the members of that division.

ii) In addition, each bargaining unit within the Division, providing that the unit exceeds 50 full-time employee members, shall elect 1 divisional officer called “divisional board member at large from the employee membership of that bargaining unit, by the employee members of that bargaining unit.

iii) Not more than 1 representative from a bargaining unit shall be elected to the divisional board.

iv) In addition, one representative may be elected from the bargaining units with less than 50 employee members, from the combined employee membership of those bargaining units.

25.5 General Provisions

i) No person shall be elected to a divisional board, unless he/she is a member, in good standing of the Local Union and has been such a member for one year, immediately preceding his/ her election. The date of the election for Divisional Officers must be advertised amongst the membership at least thirty (30) days prior to such elections.

ii) The elections shall be conducted at the fall membership meetings unless otherwise prescribed by the Executive Board. The term of office shall be 4 years commencing January 1 of the year following the elections.

iii) No member shall hold a position on more than one (1) divisional board.

iv) Notwithstanding paragraph 25.5(ii), where a division is in negotiations for the renewal of a collective agreement, during the year in which Divisional elections are held, the election for that Division will be conducted within one hundred and twenty (120) days following the ratification of a new collective agreement. Such term of office shall be reduced through proration accordingly.

v) The divisional board positions of President, Vice President and Secretary Treasurer shall constitute the “table officers” for each board.

vi) In the event of a vacancy on a divisional board, the Divisional Executive shall appoint an eligible member to fill that vacancy within 90 days, until the next divisional board election is held.

vii) Divisional board members will be required to attend/participate in all quarterly general membership meetings that may be scheduled for the membership within their catchment area.

viii) Divisional board table officers are encouraged to take a place at the head table of any quarterly or divisional membership meeting.

ix) Divisional Executive boards shall meet at least two times per year, over and above the quarterly membership meetings outlined in (vii) above. The divisional Secretary Treasurer shall record minutes of each meeting and submit them to the Local Union Executive Vice President. The minutes of the board meeting shall reflect general business as well as attendance of board members with reasons and regrets for absences.

x) The number of additional divisional board meetings may be increased by the majority vote of each individual divisional board. All members of said divisional executive board are expected to attend at least 60% (rounded up) of that number of meetings as determined by the majority vote of the board.

xi) The role of each divisional board will be one of an advisory to the local union president.

xii) An advisory conference, of the divisional board officers, shall convene every four years, in accordance with the local union bylaws.

xiii) Consideration will be given for absenteeism for meetings noted under sections vi, vii and viii with a reasonable explanation. Attendance will be monitored. Continual absenteeism, may result in an officer being asked to step down from their position by the divisional President, subject to appeal to the Executive Vice President of the Local Union, or having their honorarium revoked.

xiv) Divisional board officers are encouraged to participate in the initiatives of CAN (Community Action Network), WIN (Women's Issues Network), PAN (Political Action Network), the youth network, etc. as called upon.

xv) Once per year, each divisional board is encouraged to submit a Leukemia Fund-raising proposal to the fundraising chair of the local union. If approved, the officers will implement their proposed fundraiser. The fundraiser must be concluded prior to the Leukemia Gala each June. Participation will be signed off by the President of the division.

xvi) In addition to the above noted "fundraising proposal", the divisional board officers may be asked to assist with various fundraising initiatives of the local union.

xvii) All divisional board officers, on a regular basis, in their workplaces, are expected to introduce themselves and the union to new hires.

xviii) The local union shall provide funds for the

work of Divisions, in accordance with the need of such Divisions subject to the Local Union Executive Board approval, and the Secretary Treasurer of the Division shall account for their expenditures to the Local Union President or his/her designate.

xix) Guidelines relative to the location and expenses relative to Divisional Board Meetings and any social event shall be provided and administered by the staff person assigned to that Division.

25.6 Duties of Officers

By virtue of being a Divisional Board officer, officers will be expected to carry out the duties and obligations of a Local Union Steward within their workplace.

President

The divisional board president, in consultation with the other divisional board members and local union staff representative(s) assigned to their Division, will be responsible for the scheduling and organizing of the divisional board meetings.

The divisional board president or his/her designate will chair each divisional executive board meeting.

Secretary Treasurer

The divisional Secretary Treasurer will be responsible for accounting for the divisional board expenditures, where such funds have been allocated to the Division at the Local Union President's discretion. Reports are due semi-annually or more often if deemed necessary to the local union President or his/her designate.

The divisional Secretary Treasurer will be responsible for recording the minutes of each divisional board meeting. The minutes of the prior meeting shall be reported at the following divisional board meeting for adoption. Completed minutes are to be submitted to the Executive Vice President of the Local Union not more than 2 weeks following the divisional board meeting.

Vice President

The divisional vice president will be responsible for chairing a divisional board meeting in the divisional President's absence or request.

Member(s) at Large

The member(s) at Large will assist the divisional President when needed.

25.7 Divisional Board Elections

Along with the Local Union's "Election Guidelines", the following applies to all divisions except for the Warehouse/Transport Division.

i) The Regional Director, or their designate, will act as chair, and conduct the nomination and election procedure. Meetings will not be conducted at the workplace.

ii) The chair will dissolve the current divisional

board and open the floor for nominations for each position.

iii) A potential candidate and their nominator must be present at the meeting. Elections will take place in the following order; President, Vice President, Secretary Treasurer and Member at Large position(s) to be filled.

iv) Those nominated candidates must accept their nomination prior to the voting process, for each position.

v) The vote is by secret ballot.

vi) For each single position, the elected candidate must receive a majority of votes cast. If needed, subsequent votes are to be conducted. For any subsequent vote(s), the candidate who received the least number of votes in the previous round will be removed as a candidate. The above shall apply unless impractical in the circumstance.

vii) In case of a final tie, the chairperson may cast the deciding vote.

viii) When more than one candidate is to be elected to an office, (i.e. member at large positions to be filled by members in some Divisions) eligible voting members must vote for the full number or the ballot will be declared spoiled.

ix) The newly elected divisional officers will be sworn in by the chairperson conducting the meeting with the Local Union's "Pledge of Office", subject to confirmation of eligibility (active membership status) to stand for election.

Elections – Warehouse / Transport Division

i) The Western Ontario Regional Director or their designate will conduct the nomination and election meetings.

ii) Vice President Positions – a separate nomination and election meeting, as outlined above will be held for each distribution centre and the transport unit.

iii) For the position of divisional President, a nomination and election meeting will be held within two weeks of the final "Vice President, Secretary Treasurer and member(s) at large" nomination and election meetings.

iv) In addition to any local union "election guidelines" that may be developed from time to time, election procedures are as outlined in points (ii) through (ix) of Section 25.7 above shall be observed.

v) Such elected divisional officers will be sworn in by chairperson conducting the meeting with the Local Union's "Pledge of Office", subject to confirmation of eligibility (active membership status) to stand for election.

25.8 Divisional Officer Honorariums

Divisional officer honorariums will be provided on a proration basis based on meeting attendance, unless otherwise excused.