



UHEW 4TH NATIONAL TRIENNIAL CONVENTION

SOLIDARITY THROUGH CHANGING TIDES

Nomination & Election Process Guide

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UHEW 2026 NATIONAL TRIENNIAL CONVENTION NOMINATION & ELECTION PROCESS GUIDE

Purpose and Authority

This document outlines the procedures governing nominations and elections at the 2026 UHEW National Triennial Convention.

These procedures are established in accordance with the UHEW By-Laws and Regulations and the PSAC Constitution and are intended to ensure a fair, transparent, orderly, and respectful election process.

All elections conducted at Convention shall adhere to these procedures.

Constitution and Role of the Nominations Committee

At the opening of Convention, the Nominations Committee shall be duly constituted in accordance with the UHEW By-Laws.

The Committee plays a central role in safeguarding the integrity of the election process. In fulfilling its mandate, the Committee shall:

- (a) receive nominations;
- (b) verify the eligibility of nominees, nominators, and seconders;
- (c) confirm the willingness of nominees to stand for election and to fulfill the duties of office;
- (d) report the names of eligible nominees to the Elections Chairperson to present to Convention floor.

All nomination forms and related documentation are confidential and may only be discussed within the Committee or with designated staff responsible for validation.

Nominations

Nominations for elected positions may be submitted in advance of Convention using the official nomination form or may be made from the Convention floor during the elections process. Members are strongly encouraged to submit nominations in advance in order to allow sufficient time for administrative review and preparation of Convention materials.

A valid nomination requires the participation of a nominee, a nominator, and a seconder. All individuals involved in the nomination process must be members in good standing of UHEW in accordance with the UHEW By-Laws and Regulations.

For positions on the National Executive, nominations must be proposed by accredited voting delegates who must be present at the time of the election. Where a signature cannot be obtained, the National Office may accept confirmation by email from the nominee, nominator, or seconder as attestation of support.

Once nomination documentation has been received and reviewed, nominees whose nominations meet the eligibility requirements will be recognized as declared nominees.

Nomination Validation Process

Nominations may be submitted in advance of Convention using the official nomination form or may be made from the Convention floor at the time the office is called.

Advance Nominations

A nomination shall be deemed complete and declared only when:

- (a) the nominee, nominator, and seconder have signed the form or provided written endorsement by email;
- (b) the nominee is confirmed to be a member in good standing;
- (c) the nominator and seconder are confirmed as accredited delegates;
- (d) the date of receipt is verified. An email timestamp shall be accepted as proof of date received.

Nominations submitted in advance of Convention must be received by **Tuesday, August 18, 2026, 12:00 pm**, using the official nomination form.

Incomplete nominations shall not be declared valid.

Nominations from the Floor

When each office is called at Convention, the Nominations Committee shall first report the names of declared nominees. The Chair of the Nominations Committee shall then call for any additional nominations from the floor.

Floor nominations must meet the same eligibility requirements as advance nominations.

Before proceeding to an election for any office, the Committee shall confirm the nominee's willingness to stand.

Declared Nominees and Campaign Information

Declared nominees are entitled to communicate with accredited delegates for the purpose of the Convention election. In order to support a fair and transparent campaign process, the National Office will provide declared nominees with contact information for delegates, unless individuals have requested that their information not be shared.

a) Position of National President, National Vice-President, National Human Rights Representative

Declared nominees for National Executive and the NHRR positions will receive an electronic list of the names, local, language preference, mailing addresses, and email addresses of registered delegates. Contact lists will be provided in electronic format (.PDF). Telephone numbers **will not** be provided.

b) Positions of Regional Vice-President and Alternate Regional Vice-President

Declared nominees for Regional Executive positions will receive contact information for delegates within their respective election caucuses. Contact lists will be provided in electronic format (.PDF). Telephone numbers **will not** be provided.

Delegate contact information is provided solely for the purpose of the Convention election and must be treated as confidential. Nominees are responsible for protecting the privacy of members and must not share or disclose the information to any third party.

By submitting a nomination, nominees confirm that delegate contact lists will be used exclusively for Convention election purposes and will be deleted following the Convention.

Nominees using email to communicate with delegates must protect confidentiality through the use of the blind copy (bcc) function. **Nominees are limited to two (2) campaign emails per delegate using the contact lists provided by UHEW.**

Campaigning

Nominees are responsible for developing and distributing their own campaign materials and message. Any communication should be shared through their personal social media account(s) and online platforms. All campaign activities should be conducted in a manner consistent with the principles of fairness, respect, and solidarity that guide the work of UHEW.

Nominee campaign materials must not imply endorsement by UHEW and must not use UHEW logos, letterhead, official communication tools, or social media platforms. Union resources and equipment may not be used in support of any campaign.

UHEW staff and the Nominations Committee do not review or approve campaign materials prior to distribution. Concerns regarding campaign activities or materials may be referred to the Elections Chairperson for consideration.

Campaign Conduct

- (a) Campaign activities must be conducted in a respectful and responsible manner. Campaign communications, including content and graphics, must not include material that is threatening, abusive, defamatory, obscene, indecent or objectionable; nor can it be racist, sexist, homophobic, transphobic or otherwise discriminatory.
- (b) Campaign materials must comply with the PSAC Constitution/UHEW Bylaws and Regulations, and applicable accessibility requirements. Nominees are encouraged to ensure that campaign communications are accessible and inclusive wherever possible.
- (c) Campaign materials cannot violate any intellectual property rights of another, and/or not be in violation of any laws or regulations.
- (d) Campaign materials must be accurate and must not contain misleading or fraudulent information. Campaign activities must not involve commercial solicitation or fundraising.
- (e) Nominees may use personal websites or social media platforms to promote their nomination and campaign activities. However, campaign activities must not involve mass unsolicited messaging, aggressive online behaviour, or paid targeted advertising campaigns (e.g. Facebook ads).

Order of Elections

To ensure clarity and consistency, elections shall be conducted sequentially in the following order:

1. National President
2. National Vice-President
3. PSAC National Human Rights Representative (for UHEW)
4. Regional Vice-Presidents (by geographical area)
5. Alternate Regional Vice-Presidents (by geographical area)

Each office shall be called in turn and completed before the next office is called.

Candidate Addresses

Once nominations for a particular office are closed, nominees shall have the opportunity to address Convention.

For each office:

- (a) The nominee, nominator, or seconder may address Convention for a maximum of three (3) minutes.
- (b) Where multiple nominees stand, the individual whose nomination was submitted last shall speak first
- (c) Time limits shall be strictly enforced to ensure fairness and equal opportunity for all nominees.

Voting Procedure

The Chair of the Nominations Committee shall conduct the election of each office in accordance with these procedures and the governing documents.

Each election shall be conducted by secret ballot.

An election shall be declared only upon receipt of a clear majority (50%+1) of the ballots cast.

Following each ballot, standings shall be reported to voting delegates prior to proceeding to any subsequent ballot.

Elimination Procedure

Where more than two (2) nominees stand for election to an office, the voting process shall proceed by elimination, if a clear majority is not reached.

- (a) The nominee receiving the lowest number of votes shall be removed from subsequent ballots.
- (b) Balloting shall continue until one nominee receives a clear majority of ballots cast.

This process shall continue without undue delay to ensure orderly proceedings.

Tie Votes

In the event of a tie vote:

- (a) A second ballot shall be conducted immediately, without recess or adjournment.
- (b) If a second tie vote occurs, the Chair shall call a brief recess before conducting a third ballot.

Reporting of Results

Upon completion of balloting and confirmation of results, the Chair of the Nominations Committee shall formally announce the outcome to Convention.

The decision of Convention, as determined through the established voting process, shall be final.

Procedural Integrity and Conduct

The integrity of the election process depends on the respectful participation of all delegates.

Delegates are expected to raise any procedural concern at the time the matter arises. Concerns shall be directed to the Chair of the Nominations Committee for immediate consideration.

The Chair of the Nominations Committee shall rule on procedural matters in accordance with the UHEW By-Laws, Regulations, and the PSAC Constitution. Such rulings shall guide the continuation of proceedings.

All participants are expected to conduct themselves in a manner that upholds the integrity and dignity of Convention.