

# CATCA Elections Committee - Terms of Reference

**Committee Name:** CATCA Elections Committee

**Type:** Advisory

**Purpose /Responsibilities:**

- The Elections Committee is a standing committee responsible for oversight of all elections of the union, reviewing election procedures, and ensuring CATCA's Policies adhere to Unifor Policies for Local Elections.
- To oversee all elections of the union.
- Review election procedures to ensure that they meet the standards of the association and align with Unifor's Policies for Local Elections.
- Ensure that the electronic voting platform(s) used for elections meet the parameters required to conduct and produce election results in accordance with CATCA's Policies and Bylaws.
- Prepare a written report on the current work of the Elections Committee to the Spring Board Meeting, Fall Board Meeting, and the National Convention.
- Research any project requested by the Executive Board or the National Executive.
- The committee shall meet once per year either virtually or in-person as necessary.
- Reports of all meetings shall be made to the Executive Board including an Agenda and Minutes of the meeting.

**Authority:**

- The Elections Committee does not provide decisions or direction but will provide recommendations to the Executive Board or the National Executive for matters that come to their attention or from research requested.

**Composition:**

- The CATCA President or designated alternate is an ex-officio member of this Committee.
- The Elections Committee shall consist of no more than 4 volunteer CATCA members.
- The Elections Committee shall be appointed by the Executive Board and consist of no more than four members. The Elections Committee shall report directly to the Executive Board.
- One member of the committee will be appointed as the Committee Chair by members

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of the committee.

**Meetings:**

- Meet via teleconference quarterly and correspond via email between calls.
- Meetings of the committee shall be held at a time and place to be determined by the members of the committee.
- A majority of the members shall constitute a quorum for the transaction of business

**Budget:** The budget for The Elections Committee will be determined during CATCA's annual budgeting cycle.

**Review:**

The term of office for all members shall be three years commencing on January 1 of the year following the triennial Convention. The Executive Board shall appoint the members at or prior to the Fall Board meeting prior to the period of appointment.