

# Atlantic Regional Council

2021



# UNIFOR ATLANTIC REGIONAL COUNCIL 2021

Greetings!

We are fast approaching our annual Atlantic Regional Council. While we were not able to hold our council last year, we will not let this pandemic keep us apart this year, even if we can only be together virtually!

We will be running a full ARC this year, complete with the election of our Executive and Regional Standing Committees. Everything from registration to voting will take place online, so please pay close attention to the details in this call package.

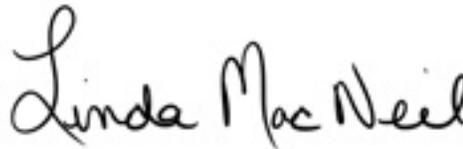
With no travel required, it's our sincere hope that this virtual format will allow for greater membership participation.

We are looking forward to coming face-to-face with members from across Prince Edward Island, New Brunswick, Nova Scotia, and Newfoundland and Labrador to share the highs and the lows of these past two years.

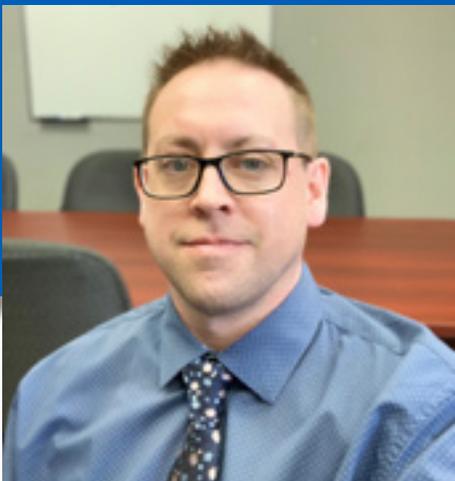
In Solidarity,



**Matt Blois**  
Atlantic Regional Council Chair



**Linda MacNeil**  
Atlantic Regional Director



## Tentative Agenda

### June 3, 2021

- 1:00 p.m. Presidents' Meeting
- 4:00 p.m. Virtual Council Orientation (all welcome)

### June 4, 2021

- 9:00 a.m. Atlantic Regional Council Plenary

### June 5, 2021

- 9:00 a.m. Atlantic Regional Council Plenary
- 7:00 p.m. Evening Social (more details coming soon)

### June 6, 2021

- 9:00 a.m. Atlantic Regional Council Plenary

Friday and Saturday plenary sessions will run into the early afternoon. Sunday's session is planned only for the morning, but will run until the conclusion of all council business.

Further agenda details will be shared closer to the event.

## VIRTUAL COUNCIL PLATFORM

This year's Atlantic Regional Council will take place on the Zoom platform. Closer to the event, you will receive the links you require to join the events.

For more information on the zoom platform please visit: <https://support.zoom.us/hc/en-us>, or to test the application visit <https://zoom.us/test>.

# REGISTRATION

Registration this year will be entirely online. Please visit <https://register1.unifor.org>. **The registration deadline is May 25, 2021.**

Your Local's registration information is enclosed in this call package. As the head of the delegation, it is the President's responsibility to register all members of a Local's delegation.

Your registration information is confidential and should not be shared.

**It is imperative that you use the personal email of each member that you register.**

Locals are encouraged to take advantage of the opportunity to register a full delegation along with Special Delegates (keeping in mind our equity seeking groups) and observers for this year's virtual ARC.

## IMPORTANT NOTES

Current members of the Atlantic Regional Council Executive and Standing Committees must be registered as part of your Local's delegation, either as a delegate or special delegate from your local.

**Every member of your delegation MUST be registered with their own unique email address.** We recommend NOT using company emails. These addresses will be used to contact each member to verify registration details and have them complete a confidential equity self-identification questionnaire. For delegates, this is the email address where they will receive their online voting link.

If you require a change to your Local's registration, or you experience any difficulties with your registration, please send an email to [laura.vickery@unifor.org](mailto:laura.vickery@unifor.org).



## DELEGATION DESIGNATIONS

**Delegates** are the only members of the delegation to get both voice and vote at Council. Each local has a limited number of delegates based on the following calculations:

- *local unions with 1 to 250 members - 1 delegate*
- *local unions with 251 to 500 members - 2 delegates*
- *local unions with 501 to 750 members - 3 delegates*
- *local unions with 751 to 1,000 members - 4 delegates*
- *local unions with 1,001 to 1,250 members - 5 delegates*

*Plus one additional delegate for each additional 250 members.*

Please refer to council bylaws for information on amalgamated local unions. [ARC bylaws can be downloaded from Unifor.org.](#)

**Special Delegates** get voice but no vote at council. This category may include members of your executive, unit chairs or members of equity seeking groups (AWOC, Young Workers, Workers with disAbilities, LGBTQ or Women.)

**Observers** have no voice or vote at council and may be members who do not qualify as special delegates. Locals may register multiple observers.

## ELECTIONS

In accordance with council by-laws, and the NEB resolution passed in August 2020 (see attached), ARC must re-elect all positions for the next 3-year term. Vacancies to be filled are as follows:

- ARC Chair - 1
- ARC Vice-Chair - 1
- ARC Secretary-Treasurer - 1
- ARC Members-at-large - 7
- Health & Safety Standing Committee - 3
- Political Action Standing Committee - 3
- EFAP/Addictions Standing Committee - 3

Equity Standing Committees:

- Aboriginal & Workers of Colour - 3
- Young Workers - 3
- Women's - 3
- Workers with disAbilities - 3
- LGBTQ - 3

NOTE: Equity Standing Committee positions will be filled by peer election during their designated equity caucus meeting. These meetings will take place in the week leading up to ARC 2021. Details will be included in member self-identification questionnaire emails.

## POSITIONS OPEN FOR ELECTION

Anyone wishing to express an interest in running for a role within the ARC Executive or Standing Committees may complete the form by visiting <https://form.jotform.com/210734833042044>.

The deadline to submit your form is on or before May 25, 2021.

Formal nominations for the ARC Executive and Standing Committees will take place during the Council. As per our by-laws (Article 5: Elections):

*...a delegate nominating another delegate may make a brief statement, and all candidates shall have an opportunity to address the delegates.*

Due to the nature of the virtual council – **in order to be nominated for a position, you must be present for the meeting taking place Saturday, June 5, 2021 at approximately 1:45 p.m.**

Please note that nominees should ensure they have the support of their Local President prior to accepting a nomination. The home locals of members of the ARC Executive and Standing Committees must commit to financial support for your three (3) year term, including costs associated with sending you to ARC as part of their delegation for your term. Financial support may also include lost time for committee work and/or training sessions in Port Elgin, among other things.

## ELECTION PROCEDURE

The election will be conducted electronically using Simply Voting. **Delegate voting will be linked to the email addresses provided at registration.**

Each member of your delegation must be registered with their own unique email address.

Simply Voting is a Canadian based company that offers secure electronic voting solutions and has been used across Unifor for a variety of local elections and ratifications during the past year of the pandemic.

Voting delegates will receive an email with details about the voting website and authentication procedure. In order to replicate the tiled-door procedure used for in-person elections, delegates must be present in the Zoom meeting for the Elections Procedure and Nomination portion of the meeting in order to receive a ballot.

To receive your ballot we are required to close our registrations the same way we would during an in person council. Once the meeting segment that includes nominations begins, the registration will officially be closed. This will allow the registration system to be updated and the list of checked-in delegates provided to Simply Voting to process.

Once voting opens, Delegates will complete their authentication to receive a tamper-proof electronic ballot.

Once the ballot is submitted, delegates will receive a receipt and be unable to vote again.

Once the election closes and results have been announced, Simply Voting provides a report containing votes and receipt codes to allow interested parties to verify the results.

# RESOLUTIONS

## GENERAL RESOLUTIONS

General resolutions to be considered by the Atlantic Regional Council must be received no less than 15 working days prior to the opening of council.

The general resolution deadline is May 13, 2021. We encourage you to send your resolutions prior to this date.

## BY-LAW AMENDMENTS

Please note that in accordance with ARC By-Laws, Article 9: Amendments:

*The bylaws of the Regional Council may be amended by a 2/3 majority vote to approve a resolution of a local union or a recommendation of the Executive Committee provided that all local unions have been given 30 days notice of a resolution or recommendation to amend the bylaws.*

In order to comply with Article 9, any resolutions pertaining to bylaw amendments must be submitted no later than April 26, 2021. Locals would then be given notice no later than May 3, 2021.

Resolutions may be submitted via email to [laura.vickery@uifor.org](mailto:laura.vickery@uifor.org).

Please refer to the sample resolution on page 8 for a clear language explanation of how to compose your resolution.

Tips for making resolutions clear for everyone to understand.

- Cover only one main issue per resolution
- Use sentences that are clear, direct and short
- Use words that your readers will easily understand – avoid jargon, abbreviations and acronyms
- Be specific. Explain what you want to see happen: What you want to change, how you want it done, who you want to do it, and when you want it to happen.





## Atlantic Regional Council Sample Resolution

Unifor Atlantic Regional Council Will:

1. Encourage all Atlantic locals to use the recommended format for resolutions; and
2. Encourage all Atlantic locals to keep resolutions at 200 words or fewer

Because:

- The resolutions committee need proper signatures to know the resolution comes from a local and has been approved; and
- Using simple words like “will” and “because” helps delegates understand the resolution, especially new delegates

Submitted by Unifor local:

Jane Smith, President

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John Smith, Recording Secretary

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# ACCESSIBILITY

Unifor seeks to make all union meetings and events accessible and barrier free. If you require accommodation for human rights related needs, we invite you to provide us with your relevant information so that we can take all reasonable steps to address any barriers to your participation in your Union. Please email requests to [laura.vickery@unifor.org](mailto:laura.vickery@unifor.org)

VISUAL - HEARING - MOBILITY - ENDURANCE - ASSISTANCE

