

EXECUTIVE BOARD MEMBERS BY-ELECTION

NOMINATION FORM COMPLETION INSTRUCTIONS

To run for a position of **EXECUTIVE BOARD MEMBER** you must:

- Be a member in good standing of MoveUP.
- Meet all MoveUP Constitution Article 10.3 qualifications.
- Be nominated by a minimum of five (5) nominators.
- Complete and sign the nomination form (see *Completing the Form* below) including providing the names, work location and MoveUP membership ID # for you and your nominators.
- Email (do not mail or fax) all materials to the Returning Officer Returningofficer@moveuptogether.ca by the deadline.

Your Nominators:

- Nominators must be in good standing with MoveUP and work in the same Executive Board electoral boundary area as per the vacant position.
- Ideally, have your nominators physically sign your candidate nomination form if you can. Send your completed form to Returningofficer@moveuptogether.ca.
- If one or more of your nominators are not able to physically sign the form, then we will accept an email nomination from each nominator sent directly from them to the Returning Officer. The candidate cannot forward nominator emails.
- The nominator does not need to fill out and submit any part of the candidate's nomination form if they are sending their nomination via email – the email serves as their nomination.
- If your nominators are going to send an email nomination, please have your nominator send the email to ReturningOfficer@moveuptogether.ca and make sure to copy you as the candidate with the following information:
 - The name of the candidate they are nominating.
 - The position the candidate is running for (Board Member).
 - The Executive Board electoral boundary area the candidate is running for (ICBC).
- It is the candidate's responsibility, and not the Returning Officer, to follow up on the nominator's email to ensure it has been sent correctly and by the deadline.

COMPLETING THE NOMINATION FORM:

- We will accept electronic signatures for candidates only.
- No electronic signatures will be accepted for nominators. Follow procedures above if your nominator cannot physically sign your candidate form.
- Ensure the vacant Executive Board electoral boundary area is noted in the proper field.
- The candidate nomination form must include the names of all nominators as well as work locations.
- MoveUP membership ID numbers are required. They are important to ensure we can identify and confirm a member's membership status. Nominators can contact membership services at membership@moveuptogther.ca if they are unsure what their membership ID number is.

Once the candidate submits a completed nomination form, including the minimum number of nominator's signatures or emails if applicable, are received, the candidate's paperwork will be considered complete and moved to the verification stage.

An incomplete nomination form may be delayed in being processed so please ensure you have followed these steps as well as the instructions on the form. You will receive an email confirming your nomination paperwork is either in good order or if there are any issues.

If you have any questions, you can reach out to the Returning Officer at returningofficer@moveuptogether.ca.



Combined Finance/Insurance By-Election Nomination Form

EXECUTIVE BOARD MEMBER

The Undersigned Nominate:

Candidate Name _____ MoveUP Member # _____
 Employer _____ Location _____
 Work Mailing Address _____ Work Email _____
 Work Phone _____ Work Fax _____

as a candidate for the office of **EXECUTIVE BOARD MEMBER** of MoveUP. *Nominees must meet the "Qualifications of Candidates" as stipulated in Article 10.3 of the MoveUP Constitution.*

Candidates for EXECUTIVE BOARD must be nominated by **at least** five (5) members in good standing, within the electoral boundary of the candidate they are nominating

(Please Print Legibly)

_____ (Print Name)	_____ (Signature)	_____ (Worksite Location)	_____ (MoveUP Member Number)
_____ (Print Name)	_____ (Signature)	_____ (Worksite Location)	_____ (MoveUP Member Number)
_____ (Print Name)	_____ (Signature)	_____ (Worksite Location)	_____ (MoveUP Member Number)
_____ (Print Name)	_____ (Signature)	_____ (Worksite Location)	_____ (MoveUP Member Number)
_____ (Print Name)	_____ (Signature)	_____ (Worksite Location)	_____ (MoveUP Member Number)
_____ (Print Name)	_____ (Signature)	_____ (Worksite Location)	_____ (MoveUP Member Number)
_____ (Print Name)	_____ (Signature)	_____ (Worksite Location)	_____ (MoveUP Member Number)
_____ (Print Name)	_____ (Signature)	_____ (Worksite Location)	_____ (MoveUP Member Number)

"I agree, if elected, to accept the office of **EXECUTIVE BOARD MEMBER** of the Canadian Office and Professional Employees Union Local 378 dba MoveUP"

Date: _____ Signed: _____

As per Section 10.6 of MoveUP Constitution: "Candidates may prepare a personal profile limited to 150 words which may include a photograph. Where such profile is provided to the Returning Officer no later than the close of nominations deadline as specified in 10.5(f), it will be published and distributed, by the Union, to the last known home address of each member entitled to vote for the candidate....."

Bios and photos should be submitted at the time the nomination is submitted. Bios and photos must be submitted as an electronic file and received by the deadline. Candidates must supply their own photos in .jpg format. Faxed, photocopied, or any other type of electronic file photos are not suitable.

Completed nomination forms must be emailed to returningofficer@moveuptogether.ca.

Nomination Forms MUST be received by 4:30 p.m. on Friday, October 20, 2023