

**LOCAL 343**  
**Ratification/Strike Vote Policy**  
Adopted by the Membership June 5, 2016

**Legal Requirements**

The union must hold a meeting to discuss the final offer, either for the purpose of ratifying the proposed collective agreement or to take a strike vote. According to the *Labour Relations Act*, 1999, the union must give “reasonable notice” to the membership indicating the purpose, date, time and location of the meeting.

Article 6.8 of Local 343’s Constitution and By-laws states, “twenty-four (24) hours’ notice shall be given for all meetings except strike votes, which shall require forty-eight (48) hours’ notice.” This is a minimum requirement.

**The Process**

The Eastern Time Zone is to be used for scheduling.

A Central Office Location (five or fewer members)

The Staff representative and the bargaining/negotiating committee present the Memorandum of Understanding and relevant document(s) at the ratification meeting.

The voting method for a bargaining unit in a single office location with five (5) or less members will be by paper ballot. At the conclusion of the ratification/strike meeting, members cast their vote by secret ballot and place it in a sealed ballot box. The votes are counted by the bargaining unit’s elected or appointed committee in the presence of the staff representative. The staff representative takes the ballots to the COPE Ontario office.

A Central Office Location (six or more members)

For members belonging to a bargaining unit in one central location, the Memorandum of Understanding and relevant document(s) is provided at the ratification meeting. Any member working offsite on the day of the ratification meeting can electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting and can participate in the ratification meeting by teleconference. These arrangements must be made several days in advance of the meeting.

Members working in a home office that is located 50km or less from the employer’s central location are expected to attend the ratification. Members will be able to claim mileage.

Members working in a home office that is located more than 50km from the employer’s central location can electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting and can participate in the ratification meeting by teleconference. These arrangements must be made several days in advance of the meeting.

The Staff representative and the bargaining/negotiating committee present the Memorandum of Understanding and relevant document(s) at the ratification meeting.

At a time determined by the staff representative in consultation with the bargaining/negotiating committee, all members will receive voting instructions at the email address the member provided. The intent is that members receive their electronic ballot after the conclusion of the ratification/strike vote meeting. Members will be given a six (6) hour window to cast their electronic ballot.

#### A Central Office Location with Satellite or Regional Offices

For members belonging to a bargaining unit with a central location and satellite or regional offices, the Memorandum of Understanding and relevant document(s) is provided at the ratification meeting for those members working at the central location. Members working in a satellite or regional office electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting. They meet at the satellite or regional office and participate in the ratification meeting by teleconference.

Members working in a home office that is located 50km or less from the employer's central, satellite or regional location, are expected to attend the ratification meeting or attend the satellite or regional office to participate in the teleconference call. Members will be able to claim mileage.

Members working in a home office that is located more than 50 km from the employer's central, satellite or regional location can electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting and can participate in the ratification meeting by teleconference. These arrangements must be made several days in advance of the meeting.

Any member working offsite on the day of the ratification meeting can electronically receive the Memorandum of Understanding and relevant document(s) **one-hour** prior to the meeting and can participate in the ratification meeting by teleconference. These arrangements must be made several days in advance of the meeting.

The Staff representative and the bargaining/negotiating committee present the Memorandum of Understanding and relevant document(s) at the ratification meeting.

At a time determined by the staff representative in consultation with the bargaining/negotiating committee, all members will receive voting instructions at the email address the member provided. The intent is that members receive their electronic ballot after the conclusion of the ratification/strike vote meeting. Members will be given a six (6) hour window to cast their electronic ballot.

#### Multiple Office Locations in Ontario or across Canada

For members who belong to a bargaining unit that has multiple office locations in Ontario or across Canada, they receive the Memorandum of Understanding and relevant document(s) electronically **one-hour** prior to the meeting. The members in each office will meet and then connect by teleconference to the other office(s). As well, any member working offsite can participate in the ratification meeting by joining the conference call.

The Staff representative and the bargaining/negotiating committee present the Memorandum of Understanding and relevant document(s) at the ratification meeting.

At a time determined by the staff representative in consultation with the bargaining/negotiating committee, all members will receive voting instructions at the email address the member provided. The intent is that members receive their electronic ballot after the conclusion of the ratification/strike vote meeting. Members will be given a six (6) hour window to cast their electronic ballot.