



CANADIAN
OFFICE and
PROFESSIONAL
EMPLOYEES' UNION - LOCAL 491

Canadian Office and Professional Employees' Union/Syndicat Canadien des employés professionnels et de bureau

KAREN CARLE, PRESIDENT COPE 491
c/o CUPE – PRINCE ALBERT AREA OFFICE
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September 13, 2016

Sisters and Brothers,

RE: COPE 491 RETURNING OFFICER & ALTERNATE

We are inviting those who are interested in the voluntary position of Returning Officer, and one alternate Returning Officer position with COPE 491 to submit their names, along with a short paragraph outlining the reason(s) for their interest to our President, Karen Carle, at president.cope491@gmail.com and a cc to their Regional Vice President (RVP) no later than September 30, 2016.

The Returning Officer is responsible for the following:

- Distributing the electronic ballot for all Local votes and providing the results within the time frame outlined in the election or voting call. It's important to note that votes may need to be distributed as early as 9:00 a.m. EST.
- Each election process takes approximately seven weeks from the Election Call to the close of voting.
- The Executive Board shall appoint a Returning Officer not seeking office to conduct the elections.

Please refer to the COPE 491 Bylaws and Constitution for a complete list of duties.

If you have any questions, please contact your RVP.

In solidarity,

Karen Carle
President COPE 491

cc COPE 491 Executive