



Association of Postal Officials of Canada
Communiqué to Branches
Re: Voting Protocol
March 26, 2021

The Corporation and the Association signed a Memorandum of Agreement on March 4, 2021. As part of the Memorandum, the Association has undertaken to forward the proposed changes to the Collective Agreement to our members for ratification. This will involve each member completing a ballot and returning it to your Branch Office.

The National Office has mandated a professional company, Elm Printing, to prepare and mail out the ballots along with a pre-addressed pre-paid return envelope. Each return envelope will be numbered for the purpose of controlling the number of outstanding issued ballots. To maintain absolute confidentiality only Elm Printing will know what number on the envelope each member is assigned.

Each Branch will be provided the series of numbers corresponding to the members belonging to your Branch.

The mailing of the ballots/envelopes will commence on Friday, April 30, 2021. Our members have been advised that should they not receive their ballot/envelope by Thursday, May 6, 2021 (by end of day), that they should immediately contact Lyn Charron (charron@apoc-aopc.com) so that they can be provided an alternate ballot/envelope.

Once ballots have been received (by hand or mail) in your Branch Office, you must store them for safe keeping (**do not open**) until the deadline. The deadline has been set as 15:00 Monday, May 24, 2021 (Eastern Standard Time). Ballots received after this deadline cannot be counted.

It is required that the Branch President or designate and at least two volunteer scrutineers will complete the counting of the ballots. After the deadline to vote, each Branch President or designate will place the envelopes in numerical order to ensure that they correspond to the series of numbers provided by Elm Printing.

Any envelope with a number not in the series provided must be set aside and deemed spoiled immediately. Should the Branch President or designate discover two or more

envelopes with the same number, both envelopes must be set aside and deemed spoiled immediately.

The Branch President or designate in the presence of the two or more volunteer scrutineers shall perform the following:

- confirm that the envelope numbers correspond to the numbers provided by Elm Printing;
- open each envelope received prior to the deadline and remove the ballot;
- keep the ballots separate from the envelopes;
- place the envelopes in one pile and the ballots in another pile; and
- count each ballot; and
- record the results and complete the attached “official recording form”.

Any envelop or ballot that has been tampered shall be deemed spoiled.

Once all ballots are counted, the Branch President or designate shall provide the results to the National Office by telephone and send the official recording form by electronic mail no later than 18:00 Monday, May 24, 2021 (Eastern Standard Time).

The National Office shall post the results on our website (www.apoc-aopc.com) shortly thereafter.

As well, the National Office will provide you with notification and direction to destroy the ballots and envelopes.

The National Office requires you to provide the name and contact information of your designate, if you will not be present on Monday May 24, 2021. This information must be sent to ling@apoc-aopc.com.



Official Recording Form Negotiations 2021

Branch Name and Number _____

President or Designate (Print) _____

(Signature) _____

Scrutineer # 1 Name (Print) _____

(Signature) _____

Scrutineer # 2 Name (Print) _____

(Signature) _____

Series of numbers provided to the Branch _____

**Confirm the numbered envelopes correspond to the numbers
provided** _____

of Yes Votes - _____

of No Votes - _____

of Spoiled Ballots - _____

Date & Time: _____

This information must be sent to ling@apoc-aopc.com and clay@apoc-aopc.com no later than 18:00 pm EST on Monday May 24, 2021.