

# CONCORDIA UNIVERSITY FACULTY ASSOCIATION (CUFA)

## BY-LAWS

[Approved by Council: 16 March 2026]

### [1] Procedures for CUFA Meetings

- 1.1 All motions must be available in writing for all members to see.
- 1.2. Motions cannot be amended without a formal proposal to do so, unless the persons who have moved and seconded the motion agree to the amendment. Otherwise, a separate vote must be taken on the amendment.
- 1.3. Online video meetings:
  - a. The person moving a motion must receive screen sharing rights to display the written motion.
  - b. Votes must be conducted by an online poll including three options: yes, no, and abstain.
  - c. Discussion should be conducted orally for all to hear. The chat will be available at all meetings but will not be monitored or entered in the minutes.

### [2] Procedures for the Elections of Executive Officers

- 2.1. There shall be two calls for nomination that are at least a week apart for Executive elections.
- 2.2. The calls for nomination shall include information on the compensation associated with each position according to CUFA policies.
- 2.3. Members of the Standing Committee on Elections shall keep all information on nominations in strict confidence until nominations close.
- 2.4. There should be a period of at least two weeks between the end of nominations and the start of voting.
- 2.5. Members shall have at least 7 consecutive calendar days to vote. Elections shall be completed by April 10.
- 2.6. Each candidate shall provide a statement to the Standing Committee on Elections at the time of nomination that will be sent to all electors with the ballot.
- 2.7. CUFA will maintain a section on its website outlining the relevant By-laws and terms of reference, and post candidates' statements when nominations close. This information will be presented in both official languages.
- 2.8. Candidates may choose to campaign, which may include postering, canvassing, encouraging members to vote, and participating in debates.
- 2.9. Campaigning must be limited to the period between the announcement of the nominations and the start of the voting.
- 2.10. To ensure that the membership is fully informed of the candidates' positions on CUFA issues, the Standing Committee on Elections shall arrange an opportunity for the membership to pose questions to the candidates about their candidacy and for the candidates to respond. This opportunity shall be provided after the nominations are posted but before the polls open. The format shall be up to the discretion of the Standing Committee on Elections in consultation with council.
- 2.11. After the election, the final count of the votes for each candidate will be released to the membership.