



## SHEET METAL WORKERS & ROOFER INTERNATIONAL ASSOCIATION

479 Main Street East, Hamilton, Ontario, L8N 1K1

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Email: [smw537@smwlocal537.ca](mailto:smw537@smwlocal537.ca)

December 15<sup>th</sup>, 2020

Dear Sir and Brother:

Please be advised that there will be an election of Officers in Local 537 for all positions: Executive Board, (1 President, 1 Vice President, 1 Recording Secretary, 1 Conductor, 1 Warden, 3 Trustees), 1 Business Manager and 1 Business Representative.

Please take notice that nominations and elections will be held on the following dates:

Nominations will be held by Zoom meeting on Tuesday January 12<sup>th</sup>, 2021 @ 7:00 p.m.

Elections will be held in person on Friday January 29<sup>th</sup>, 2021 and Saturday January 30<sup>th</sup>, 2021 at 63 Ditton Drive, Hamilton, Millwright Hall 1916, from 9:00 am to 5:00 p.m. Covid protocols will be in effect.

Elections:

To be eligible for nominations, a member must be:

1. A member in good standing with 2 years continuous good standing in the Local Union. Changes to the SMART Constitution and Ritual Article 12, Section 3, now include year of service as an apprentice member, but no longer serving an apprenticeship.
2. Paid in advance for the current month in which the nominations are held, with an official dues receipt showing the same in his/her possession; Example January 2021 dues must be paid prior to January 1<sup>st</sup>, 2021.

To be eligible to vote, a member must be in good standing in the Local Union. Having a dues receipt in your possession would speed up the process.

The following procedure must be followed for members to have the opportunity to participate in meetings. By completing the following procedure, you are giving authorization to the Union to participate in Zoom Video Meetings until further notice. If you already registered for the December Zoom meeting you do NOT need to register again.

**Members are required to contact the Union Office before Monday January 4<sup>th</sup>, 2021, either by phone at 905-528-8737, extension 2, (leave a message), or by email at [smw537@smwlocal537.ca](mailto:smw537@smwlocal537.ca) and provide the following information:**

1. Name, current personal email address, cell phone number and membership number (which can be found on a dues receipt). Please note there will be no call-in numbers for Zoom – members must come in through their computer or smart phone. If this is a problem, please contact the office.
2. Verbal approval for receiving future meeting notices and instructions via email.

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Once you have registered with the Local, you will receive a Zoom meeting registration email requiring that your name and email address be submitted. This process is required to ensure only members in good standing have access to the meeting. After registering, you will receive a confirmation email containing information about joining the meeting. The confirmation email is unique to your email address and cannot be shared. Options are available to add this invitation to your calendar.

On the meeting night members are requested to join the meeting at least 15 minutes prior to the scheduled start time so that any issues that may arise can be addressed before the meeting start. We ask for your patience as it requires several people to effectively run the meeting and this is new to all of us.

If anyone does not have access to a device in order to participate in the Zoom meeting please submit a letter (479 Main St E, Hamilton, ON L8N 1K1) or email ([smw537@smwlocal537.ca](mailto:smw537@smwlocal537.ca)), to the Attention of the Recording Secretary with your intention to run for a specific position. **This must be received by 11:59 p.m. January 11<sup>th</sup>, 2021.**

**Covid Protocols for In Person Voting:**

Due to gathering numbers there will only be 10 people allowed in the polling station at any one time. All members participating in the voting process will be required to wear a mask, at all times when inside the building.

When you arrive at 63 Ditton Drive, there will be a person at the entrance to ask the member the Required Screening Questions and do a temperature check. Upon the answering of NO to all the screening questions and passing the temperature check you will be directed inside the building to the Tellers. The tellers will be set up from A-L and M-Z and the lists will be according to your last name. You will receive a ballot and pen, you will then mark your ballot and deposit it into the Ballot Box and exit through the rear door.

If you have any questions or concerns, please do not hesitate to contact the office.

Kind regards,

*Scott McQueen*

Scott McQueen,  
Business Manager/F.S.T.  
Local Union 537

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