

VOTING RULES

INTRODUCTION

This policy manual section describes the Labour Relations Board's [Voting Rules](#) and the procedures and styles used to prepare it. It discusses:

- the purpose of the rules;
- where the rules are stored;
- how to update the rules; and
- publishing the rules.

THE PURPOSE OF THE RULES

The Board prepared a set of [Voting Rules](#) in 1988 and caucus amends them as necessary. These Voting Rules outline, for example, rules used to conduct votes and supervise votes. The votes can be strike, lockout or Board-conducted votes. The [Voting Rules](#) are free to anyone wishing copies.

The [Voting Rules](#) appear in the *Labour Relations Code Practitioner's Manual* and on the Board's website. All updates of the Rules get published by the Legal Education Society of Alberta on a tri-monthly basis.

WHERE THE VOTING RULES ARE STORED

You can find the Voting Rules in the G:\publish\bulletins drawer. In that drawer is a file called "Voting Rules.doc." All changes are made directly to this file.

HOW TO UPDATE THE RULES

Changes to the Voting Rules do not occur on a regular basis. Therefore, the following list explains the key formats used to prepare the bulletins should you need them.

- **Format:** All bulletins must be typed in a table format.
- **Spacing:** Type the Rules in single spacing. Separate all sections into appropriate table rows.
- **Fonts:** The font used for the bulletins is CG Omega 11 point. The font used in the side bars is Times Roman 8 point.

- **Styles:** The main headings (Part I, Part II etc.) have the “mainhead” style attached to it. Headings appear as CG Omega 15 point Bold. To select the “mainhead” style:

Click on the Style dropdown list in Word
Click on the “mainhead” style, click on “Apply” to turn on the style.

You are then returned to your document. Attach the “sidebars” style to references found in the left hand column.

- **Footers:** All pages (left and right) have a footer. The footer appears flush left and reads “Rules of Procedure p. x”. To edit the footer:

Click on View Header and Footer on the Toolbar in Word;
Change the text of the footer; and Close the file.

PUBLISHING THE RULES

Send all updated Rules of Procedure to the Legal Education Society of Alberta (Attention: Bev Downie). Their address is 2610 Canada Trust Tower, 10104 - 103 Avenue, Edmonton, AB T5J 0H2. When sending the updated Rules, make sure to print the first page on **Voting Rules** letterhead. Forward it with the tri-monthly updates for the Board’s *Practitioner’s Manual*.

Remember to make copies of the new Rules for the Board’s offices in Edmonton and Calgary. As well, put a copy of the newest rules in the black binder “Information Bulletins Historical Binder” in Edmonton.

Once the Rules have been updated, inform the staff by email and the public via notice on the Board’s website and in the Board’s newsletter.