

FORM E
TRADE UNIONS ACT

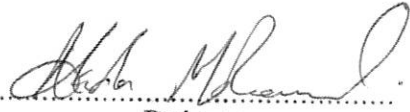
Trade Unions Regulations

CERTIFICATE OF REGISTRATION OF PARTIAL ALTERATION OF RULES

Register No. 37

TRINIDAD & TOBAGO AIRLINE PILOTS Trade Union

It is hereby certified that the foregoing partial alteration has been registered under the above-mentioned Act this 7th day of October, 19 2016
(Am)


.....
Registrar
**REGISTRAR
TRADE UNION DIVISION**

RULE 14

ELECTION OF THE EXECUTIVE COUNCIL

(1) The Executive Council shall be elected from the membership by a ballot vote of members of the Association in accordance with the following sub-rules:

(a) At least six (6) weeks before the election, the Secretary of the Association shall issue to all members via email, notice of the election stating: -

- (i) The date of the election
- (ii) The names of all the members in good financial standing
- (iii) A request for nominations for the election
- (iv) The closing date for nominations which shall be a minimum of two (2) weeks after the election notice
- (v) The number of persons to be elected and the names of those who are to continue in office which together shall total seven (7)

(b) The secretary shall provide a list including email addresses of all members in good financial standing to a Secure Independent Service Provider. The service provider shall be a Web/Internet based provider of Electronic Electoral Voting

(c) and/or Balloting Services as approved by the members at a General Meeting by simple majority; or by balloting of the members for this purpose.

(d) The voting process will be conducted online by the Independent Service Provider. The online service provider will:

- (i) Four (4) weeks before the election, email the eligible members a Ballot with a list of all confirmed nominees with an adjoining space to place/select an "X" to indicate the chosen nominee or nominees.
- (ii) Provide Navigation and Log-in instructions to the service provider's secured site; to include user name and password information as is necessary.
- (iii) The ballot will be online and will not have the voter's name on it.
- (iv) No vote shall be admissible if it contains more votes than the number of persons to be elected and a member can only vote once.
- (v) Upon voting on-line, the service provider will provide the member with an electronic receipt as confirmation of having voted; the receipt will indicate if the vote was admissible or inadmissible.
- (vi) The votes will be counted by the service provider and the result emailed to TTALPA and all the members within 24 hours of the end date; the nominee receiving the most votes will be at the top of the list, then the next in descending order. Where nominees have received the same number of

votes their names shall appear in the appropriate place based on the number of votes but in alphabetical order.

(vii) The service provider will provide TTALPA with the total number of votes cast; the number of admissible votes and the number of inadmissible votes.

(viii) Should the provider be unable to conduct an election for whatever reason, another recognized online election provider shall be selected to conduct the elections selected. And in such case the election may be delayed for as short as possible time to engage a new service provider.

(2) Sufficient members to fill the vacancies on the Executive Council shall be deemed to be elected to the Executive Council in order from those receiving the highest number of votes. In cases where two or more members receive an equal number of votes for the last vacancy, the member who is the senior as a member of the Association shall be deemed to be elected. In the case of any member so elected being unable or unwilling to accept election, the member who receives the next highest number of votes shall be deemed elected in his place. The Secretary of the Association shall notify the members so elected.

(3) If a full member in good financial standing complains to the Executive Council that there has been any breach of the process, the Executive Council may appoint an Enquiry to evaluate such complaints.

(4) The service provider will retain the ballots for a period of one (1) week in the event that the results are appealed and a recount is required. After such time has passed the ballots will be deleted.

Note: Please note that current clauses 3, 4 and 5 will be renumbered as 5, 6 and 7 as the revised clauses above will replace the current clauses 1, 2 and 3.