

## District 1 - TBU/OTBU

# Campaigning and Elections Procedure Manual

(February 2021)

### 1. **GENERAL**

The Campaigning and Elections Procedure Manual (CEPM) is established by the Constitution Committee and approved by Council.

The CEPM contains the process for the election of Bargaining Unit Executive positions, for the Teachers' and Occasional Teachers' Bargaining Unit. No process included in this manual shall supersede the current TBU/OTBU and/or Provincial Constitution and Bylaws.

### 2. **NOMINATIONS & ELECTIONS COMMITTEE**

A Nominations & Elections Committee shall be established to be responsible for all aspects of the election.

At the Bargaining Unit Council meeting prior to the AGM, the President will ask for volunteers to serve on the Nominations & Elections Committee.

The committee shall be composed of 3 members of District 1 TBU & OTBU, but shall not be a candidate in the election. Any member running for President will not be permitted to sit on the Committee. Any member running for other Executive roles, must recuse themselves from discussions and elections matters related to the role they are nominated for.

A Nominations & Elections Chief Electoral Officer shall be selected from one of the Committee members, to administer the elections. The Chief Electoral Officer will be appointed by Council based on a simple majority vote.

The duties of the Nominations & Elections Committee shall be to:

- A. distribute the CEPM;
- B. announce, publicize and seek nominations to all positions of the Teachers' and Occasional Teachers' Bargaining Unit Executive open for election;
- C. declare nominations closed for positions for which there are declared candidates;
- D. collate the nominations received;
- E. publish and distribute to all Members of the Bargaining Unit a list of candidates and their campaign literature;
- F. administer all aspects of the elections.

The duties of the Chief Electoral Officer shall be to:

- A. chair meetings of the Nominations & Elections Committee

- B. announce the call for nominations and the related information
- C. receive calls for nomination by the prescribed date
- D. communicate the nominees for the Presidential role to the BU

### **3. EXECUTIVE POSITION ELECTIONS**

The position of President will be elected by an all-member vote, administered online.

The following Executive positions are elected at the AGM, by the members in attendance:

- Vice-President
- Treasurer
- Secretary
- Pensions & Benefits Officer
- Occupational Health & Safety Officer
- Constitution Officer
- Communications & Political Action Officer
- Educational Services Officer
- Grievance Officer - TBU
- Grievance Officer - OTBU

The term of office for President is 2 years. All other Executive positions have a term of 1 year.

### **4. CALL FOR NOMINATIONS**

The Chief Electoral Officer shall call for nominations for the Executive positions at least 30 days prior to the date of the AGM, and shall include a list of the positions up for election at the AGM, how to access the elections manual, and how to submit a nomination.

All members of the Teachers' and Occasional Teachers' Bargaining Unit are eligible to hold an elected Executive position.

### **5. NOMINATIONS**

A member running for office must be a member of the Bargaining Unit.

A candidate may run for, and be elected to, only one Executive position (inclusive of any dropdown position).

Any member in good standing may make, second or endorse a nomination.

Electronic nomination forms will be posted on the Bargaining Unit website.

A nomination form must be completed by each candidate and submitted before the close of nominations to the Chief Electoral Officer.

All inquiries regarding the nominations are to be directed to the Chief Electoral Officer. If only one nomination is received for a position to be elected at the close of on-time nominations for that position, the candidate will be declared acclaimed.

## 6. **NOMINATION FORM**

A nomination form for the election of Executive positions will be provided.

The self-nominating form must be submitted no later than at the closing of nominations.

Forms will be received by email attachment, sent to the Chief Electoral Officer.

Candidates will receive an email confirmation within 5 business days that their nomination has been received.

Any member in good standing may endorse a nomination

The nominations form will include the following information:

- Instructions on how to submit the form
- The deadline to submit the form (when nominations close)
- The candidate's name
- Personal email
- Phone number
- Position sought
- The names of 2 members that endorse the candidate, and their personal email address
- The date
- Campaign media sheet

## 7. **CLOSE OF NOMINATIONS**

Nominations for the position of President will close at 4:00PM, 21 days prior to the AGM. Nominations for all other Executive Positions will close just prior to their election during the AGM. Except for the position of President, nominations will be accepted from the floor.

## 8. **LIST OF CANDIDATES**

The Chief Electoral Officer will communicate the list of names of the candidates for the position of President to all members of the Bargaining Unit on the day after the closing date.

## 9. **TIMELINES**

Approval of Elections Manual	Council meeting prior to AGM
Selection of Nominations & Elections Committee	Council meeting prior to AGM

Selection of Chief Electoral Officer	Council meeting prior to AGM
Nominations open for President	At least 30 days prior to AGM
Nominations close for President	21 days prior to AGM
List of candidates for President is posted	Day after closing of nominations
Campaign period starts	20 days prior to AGM
Online voting opens for President	7 days prior to AGM
Online voting closes for President	4:00PM, 3 days prior to AGM
Successful candidates are announced	At AGM

\*\*All days listed refer to calendar days.

## 10. CAMPAIGN LITERATURE/MEDIA

Each candidate for President may provide one page (8½ x 11) of campaign literature, submitted in PDF format to the Chief Electoral Officer. It can include: Federation experience, credentials, and reasons why that person would be able to provide leadership on the Bargaining Unit Executive. The candidate media sheet must be submitted with the nomination form.

Electronic copies (in PDF) will be made available to each branch president by the Chief Electoral Officer, for digital distribution. No other campaign media of any kind is permitted to be posted in schools.

The media sheet be added/posted on the Bargaining Unit website, and to any social media or newsletter that is available to the members.

The posting of all campaign media will be done at the same time, no later than 14 days prior to the AGM.

All campaign literature from candidates will appear, in alphabetical order by surname.

Candidates for Bargaining Unit President may provide to the Chief Electoral Officer a link to an online video, not longer than 5 minutes, no later than at the closing of nominations. Links received on-time will be communicated to members not less than 14 days prior to the AGM. Candidates are responsible for the content and electronic accessibility of the link provided.

## 11. CAMPAIGNING

Campaigning for candidates will begin on the day following the close of nominations for President. Furthermore, candidates may only begin this campaigning once they have submitted their nomination form.

Campaigning may occur in person, by phone, by campaign literature/media, by email, by mail or by social media. No campaigning will take place during instructional hours.

No candidate, including incumbents, shall use their position for the purpose of campaigning. For clarity, any travelling for which the Bargaining Unit pays mileage, shall not be permitted to include campaigning.

The Chief Electoral Officer will provide all candidates for President with the list of eligible voters, after the close of nominations.

Notwithstanding previous clauses in this document, no candidate, including incumbents, will make use of member contact information collected for Federation business, including, but not limited to, phone numbers, email addresses, or social media accounts, for the purpose of campaigning.

It is improper for any member or candidate to give gifts or in any way provide incentives (of monetary worth, promises or other) to voters to support a specific candidate.

If the position of Bargaining Unit President is contested, the Chief Electoral Officer may invite all candidates for President to participate in an all-candidates meeting. The all-candidates meeting will be chaired by the Chief Electoral Officer.

The all-candidates meeting will be in the form of an open question-and-answer forum with all candidates afforded equal time to respond to questions as determined by the Chief Electoral Officer.

The all-candidates meeting will be scheduled after school, to begin at such a time that all members have an opportunity to join.

At the AGM, candidates for executive positions shall have the opportunity for speeches of no more than 2 minutes each.

## **12. VOTING**

All members of the Bargaining Unit are eligible to cast a ballot for the position of President. All other Executive positions shall be elected at the AGM, by the members in attendance. Members are encouraged to respond to an invite to the AGM prior to the meeting, to allow for voter registration.

Voting for the position of Bargaining Unit President will take place online, and shall be conducted through an established voting platform. It will allow for secret ballots, using members' OSSTF ID numbers. Voting opens 7 days prior to the AGM. Voting closes at 4:00PM 3 days prior to the scheduled start time of the AGM.

The Chief Electoral Officer and Provincial Office will be responsible for setting up the online ballots at the AGM. The ballots shall include the names of the candidates in alphabetical order.

In the event that only one nomination is received for a position, the candidate will be declared elected to that position.

Elections shall take place in the order listed in the current Bargaining Unit Bylaws. Any candidate who has lost an election in a position shall have the right to add their candidacy for a subsequent position in the election.

**13. BALLOT COUNTING AND VALIDATION**

For an online vote, ballots will be tabulated electronically by Provincial office.

A scrutineer for each candidate is permitted to observe the online results provided by the online voting website, as well as verify that the members who have voted were eligible to do so and that all members in attendance were able to cast their ballot.

For each position, the candidate with the most ballots will be declared elected to that position.

In the event of a tie for President, the CEO will communicate to all members about the requirement for a second vote, to be completed within a 24 hour time period. If there is a tie, the CEO will have candidates draw straws to determine the winner. The drawing of straws will be done in alphabetical order by surname

In the event of a tie for Executive positions other than the President, the Chief Electoral Officer will verify all cast ballots. If there are no changes to the count, the CEO communicates the need for a second vote. If the results of the second vote are still tied, the CEO will have candidates draw straws to determine the winner. The drawing of straws will be done in alphabetical order by surname.

**14. ELECTION RESULTS**

The results of the election will be announced at the AGM.

Candidates for President will be provided with a copy of the validated results sheet from the online voting website.

Election results will be posted on the Bargaining Unit website and also communicated to all members following the AGM. Numerical results will not be posted.

**15. DESTRUCTION OF BALLOTS**

All ballots shall be retained, until such time as a motion to destroy or delete the ballots is approved by Council.