



Local 19 Elections Policy:

APPENDIX A

General Guidelines

1. The Local shall elect a Local Election Committee of 3 members.
A Local Executive member can serve on the Election Committee only if they are not being contested in the election. If they become a candidate, they must resign, and the Local Executive shall appoint a replacement for the unexpired term.
2. Each BU shall elect a BU Elections Committee.
The BUP may serve on the BU Elections Committee if their position is not being contested and they are not a candidate.
3. Each Executive Member and Election Officer will receive an election guideline package.
4. All elections shall be completed on or before November 1 of the year in which the term of office expires.
5. The term of office for all positions will be for three years commencing January 1 of the calendar year following the election and expiring December 31 of the third calendar year following the election.
6. Prior to the call for the Local/Bargaining Unit Elections, the Election Committee is accountable for ensuring that the names of the members of the Election Committee are posted in all Bargaining Units. The posting will also advise members as to where they can access the following information:
 - a) ONA Local and Bargaining Unit Election Policy
 - b) Role of the Election Committee (By-Law V of ONA Constitution).
 - c) How to file a complaint.
 - d) All Local policies relating to the election.
 - e) Guide to Leadership Competencies and Accountabilities
7. Each Bargaining Unit will have an updated list of all members. A membership

card or receipt of membership will be sufficient to vote. No proxy votes accepted. No advance polls are allowed. Numbered mail-in ballots will be made available to those members where the bargaining unit site/branch is > 80kms from the polling station.

8. Each Election Committee (Local and BU) is to disclose to the membership the polling location/times and names of scrutineers at least 7 days prior to the election date. When determining polling location/times for each bargaining unit it is recommended the locations/times determined are sufficient for all members to vote.

Call For Nominations

9. **Each Bargaining Unit Election Committee** chair is responsible for compiling a complete list of all **positions within their bargaining unit for election**.
10. A Notice shall be prepared by the Secretary in conjunction with the Election Committee(s) for Local Executive Positions and the Bargaining Unit Positions, setting out the date of the Election as agreed by the Local Executive, the positions being contested, and the details of the nomination process will be included.
The notice shall be prominently posted in the relevant workplaces on ONA Bulletin Boards; emailed to membership a minimum of 45 days before the date of the election.

The Election Committee shall confirm that the call for nominations has been posted in each bargaining unit. A picture of the posted notice will be taken by the Bargaining Unit President and provided to the Election Committee. The Election Committee will also be cc'd on email notice to membership.

Nominations

11. The Local Secretary shall prepare a Nomination Form templates to be shared to the Chair of the Elections Committee for the Local Executive Elections **and** for the Chair of the BU Elections Committee for the BU Elections.
12. Nomination forms shall be available from the Local Secretary and **Each** Election Committee Chair.
Each nomination submitted shall be on a proper nomination form bearing the signature of 2 members of the Bargaining Unit or Chartered Local Association as applicable and the signature of the Nominee. A candidate cannot self-nominate.

Nomination forms will also include an acknowledgement from the candidates that they have read and agree to abide by the Guidelines for Candidates contained in the ONA Local and Bargaining Unit Election Policy.

13. Nominations will be accepted by up to 1600hrs on the date determined by the Election Committee. Election officer will sign, and date stamp all nomination forms on receipt. Any paper nomination form will be scanned to an Elections Sharepoint Folder for a digital copy on file.

Local Executive Elections

14. At least 20 days prior to the date of the Election, the Secretary shall prepare a Ticket of Nominations listing all positions being contested and the names of the candidates of each position for Local Executive Elections.

For the Ticket of Nominations and for any other election purposes, the candidates will be listed in alphabetical order by Last Name and include Bargaining Unit.

This is reviewed by the Local Elections Committee and then is e-mailed to the Bargaining Unit Election committee to be posted in a prominent location in the relevant workplaces a minimum of 10 days before the election.

Nomination Qualifications

1. In accordance with ONA Constitution By-Law II #9, to be eligible to be nominated and stand for election and hold a position on the Local Executive Committee, a member must meet the qualifications listed below:
 - i) **Local Coordinator:** Any member who seeks to hold the position of Local Coordinator shall have served either 1) at least one term on the bargaining unit leadership team (such as a Committee Chair) or 2) at least one term of a position on the Local Executive Team.
 - ii) **Treasurer:** Any member who seeks to hold the position of Treasurer shall have served at least one term at the Local Executive level or in a bargaining unit leadership position (Unit Representative, committee member, Committee Chair etc.).
 - iii) **Political Action Lead: refer to Local Policy**

- iv) **Human Rights and Equity Representative:** *As per ONA Board Direction – when released.*

Note: *The above stated qualifications may be waived following consultation with the Regional Vice-President.*

Should the Election Committee receive a nomination from a member with entitlements who does not meet the stated qualifications above, they will contact their Regional Vice-President to discuss and determine whether the qualifications should be waived for that member. Factors to be considered by the Election Committee and Regional Vice-President may include:

- i) Other related experience and qualifications the candidate may possess and/or
- ii) The absence of any other qualified candidates for the position.

Bargaining Unit Elections

At least 20 days prior to the date of the election, the Chair of the Bargaining Unit Election Committee shall prepare a Ticket of Nominations. **For the Ticket of Nominations and for any other election purposes, the candidates will be listed in alphabetical order by Last Name.**

Ticket of Nominations will be posted in a prominent location in the relevant workplaces a minimum of 10 days before the election.

15. The Secretary shall prepare a template of the Ballots for each Local and BU contested positions.

The Secretary will email the template to each Bargaining Unit Election Committee prior to the Election Date.

Each BU Elections Committees shall be responsible to conduct their BU elections as per the policy.

Each BU Elections Committee shall be responsible for printing the required nomination forms and ballots from the supplied template.

Voting

16. In the case of elections for positions of Local Coordinator (LC), Treasurer, Secretary, Political Action Lead and Human Rights and Equity 1 polling station shall be available at each Bargaining Unit site.

The voting hours shall be at the discretion of the BU Election Committee, and the result shall not be tabulated until all polls have closed. All members must

have equal opportunity to vote.

17. All elections shall be held by secret ballot. The method of voting or balloting, which may include online voting (web and/or phone based), mail-in ballots or any other method which will preserve the secrecy of the balloting, will be determined from time to time by the Local Election Committee. Should the Local Election Committee decide to utilize online voting, then the use of polling stations shall not be permitted for that election, and any references to scrutineers in this policy shall not be applicable.

Scrutineers

18. The BU Elections Committee shall appoint 2 members per polling station to act as scrutineers (*By-Law V #11*).
19. A candidate cannot serve as a scrutineer (*By-Law V #11*).
If a candidate is acclaimed, then they can then serve as a scrutineer. If there are no scrutineers available, then the Election Committee may appoint two members who are not running for office in the election.

Voting Procedure

20. Each member must show her or his membership card (physical card or card on ONA App) or membership application receipt to a scrutineer prior to receiving their ballot to vote (*By-Law V #15*).
The most recent Dues/Membership List should also indicate that this is a member with entitlements.
Note anyone eligible for membership can sign a membership application at the polling station and be allowed to vote (even if they have previously signed an application form).
If there is a question as to whether the member is entitled to vote, then the ballot should be segregated until a proper determination can be made.
21. The scrutineer initials each ballot as it is given to the voter and keeps a record of the number of ballots distributed.

Electronic Voting Procedures

22. Should the Local choose to use Electronic Voting the Local will follow Guidelines set out in the Provincial *Local and Bargaining Unit Election Policy Appendix 9*

Communicating Election Results

23. The scrutineers shall count the votes and compile a list specifying the number of votes received by each candidate and shall report the results to the Chair of the BU Elections Committee.

24. For the purposes of the Local Executive Election, the Chair of the Bargaining Unit Election Committee must report the results to the Chair of the Local Elections Committee at the end of the Election Day (2100hrs).
The Candidate with the greatest number of votes received from all Bargaining Units shall be deemed Elected. The list of vote results shall be prominently posted in all relevant workplaces.
25. In the event of a tie for a Local Executive position, the Local Coordinator shall have an additional vote in addition to their initial vote. (By-Law V #12)
26. In the event of a tie for a position in the Bargaining Unit, the BUP shall have an additional vote in addition to their initial vote. (By-Law V #12)
27. ***Where there is a Bargaining Unit with more than one site, positions for BUP and site rep will be posted at all sites. The successful candidate for BUP will prevail at their respective site. The candidate for site rep will automatically come from the opposite site of the bargaining unit president. ***
28. The Secretary will report the names of the successful candidates of the Local Executive Positions to the Local Executive within 24hrs after the election.
The Bargaining Unit Election Chair will report the successful Candidates at the Bargaining Unit Level to the Secretary within 24hrs of the election.
The Secretary will be responsible to compile the newly elected Positions and forward this document to each BUP of the Local and to the Local Coordinator.

Recounts

29. Any candidate may request a recount by telephone (followed up by written notice), i.e., e-mail to the Election Committee within forty-eight (48) hours of being informed of the vote results. In such instances, the votes shall be counted again by the scrutineer and the Election Committee (*By-Law V #13*).
Note: There are no recounts if electronic voting has been utilized.

Destroying of Ballots

30. Ballots will be destroyed 7 days post elections.

Complaints Process

Refer to the Provincial Local and Bargaining Unit Election Policy pgs. 8-9

Permanent and Interim Vacancies

GUIDELINES FOR CANDIDATES

Executive Support for Candidates

1. An Executive member of a Local (who is not on the Election Committee) may publicly support the candidate of their choice **unless restricted by Local policy**.
2. It is understood that candidates agree to abide by ONA's Local 19 and Bargaining Unit Election Process outlined in this policy.
3. Candidates for office must be a person who has signed a membership application form and currently holds membership entitlements in accordance with article 3.01(c) of the Constitution.

Campaign Materials

4. Campaign materials and behavior must not violate the *Human Rights Code*. All such materials and behavior must be truthful, respectful, professional and in good taste.
5. Campaign materials must be posted at all Bargaining Units and Sites, where applicable, in a fair and equitable manner.
6. Where the collective agreement so requires, the consent of the employer must be obtained to post such campaign materials by the Chartered Local Association.
7. Campaign material is not allowed in the voting room.
8. The candidate must ensure the person(s) posting campaign materials must remove all campaign materials.

Campaigning

9. Active campaigning (speaking engagements, distributing materials/pamphleting, posting materials on websites and or bulletin boards, social media posts (i.e., Facebook, Twitter, etc.), sending group emails, hosting campaign events, etc.) may begin upon the close of

nominations and must cease at midnight on the day prior to an election (i.e., no new postings). Campaigning is not allowed to take place at the polling station. Note: This does not prohibit seeking support from members by or on behalf of a candidate prior to the close of nominations.

10. Members running for a position within Bargaining Unit or Local may submit up to two (2) Facebook Posts (social media) and two (2) email notices to the Local Election Committee for vetting. Once approved it will be posted/sent by the Local Election Committee within 48 hrs.

The candidates may only be at the polling station to cast their votes and must not be present during the counting of ballots.

**ONTARIO NURSES ASSOCIATION - 19
NOMINATION FORM
FOR BARGAINING UNIT POSITIONS**

POSITION: _____

Important: Please print all information except where signing.

NAME OF CANDIDATE:

Surname

Given Names

ADDRESS:

TELEPHONE:

BARGAINING UNIT:

COLLEGE REGISTRATION #:

ONA ID #:

NOMINATORS

1. (Name and ONA #)

2. (Name and ONA #)

CONSENT OF CANDIDATE

I the undersigned, am a member in good standing of the Ontario Nurses' Association and consent to allow my name to stand for election. I understand that this is a three-year term of office.

NOTE:

This nomination form is to be submitted to the Bargaining Unit Election Committee

The elections will take place: *DATE*

SIGNATURE: _____

**ONTARIO NURSES ASSOCIATION 19
NOMINATION FORM**

FOR LOCAL EXECUTIVE POSITIONS:

**Local Coordinator/Treasurer/Secretary/Political Action Lead/Human Rights and
Equity Lead**

POSITION: _____

Important: Please print all information except where signing.

NAME OF CANDIDATE:

ADDRESS:

TELEPHONE:

BARGAINING UNIT:

COLLEGE REGISTRATION #:

ONA ID #:

NOMINATORS

1. (Name and ONA #)

2. (Name and ONA #)

CONSENT OF CANDIDATE

I the undersigned, am a member in good standing of the Ontario Nurses' Association and consent to allow my name to stand for election. I understand that this is a three year term of office.

NOTE: This nomination form is to be submitted to the Local Executive Election Committee:

The elections will take place: *DATE*

SIGNATURE: _____

Ticket of Nominations Local and Bargaining Unit Positions

Nominations for Local Positions

Local Coordinator

Political Action Lead

Local Treasurer

Human Rights and Equity Lead

Local Secretary

Nominations for the Bargaining Unit Positions

(Need to Add or update positions that are needed at your BU)

Bargaining Unit President

Grievance Committee

Labour Management Committee

Health and Safety

Human Rights and Equity

Negotiations Committee

Workload and Professional Responsibility

SCRUTINEER TALLY SHEET – ELECTIONS (YEAR)

Number of Ballots Distributed:_____

Total Number of Votes Cast:_____

Total Number of Ballots Spoiled:_____

Name of Candidate(s) and total number of yes votes each:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of Successful Candidate:_____

Signature of Scrutineer(s):_____

TO BE POSTED IN ALL BARGAINING UNITS AND SITE LOCATIONS

**Local Election Committee
Contact Information**

Names and email contacts

**Bargaining Unit Election Committee
Contact Information**

Names and email contacts