

## 2023 Local Election Policies - Guide to the Election Process at the Local and Bargaining Unit Levels

**1. Each Local must have Election Policies, in accordance with ONA's Constitution, approved by membership at a Local meeting prior to the elections being called. In accordance with By-Law V #3, all elections, both Local and Bargaining Unit, shall be completed on or before November 1 of the year in which the term of office expires.**

### **Local & Bargaining Unit Election Committee**

**2. Local 7 shall elect a Local Election Committee of (3) three members for a term of three years.**

(By-Law V #4).

After the election has concluded, the Chair of the Local Election Committee shall sign and provide to their Regional Vice-President an Attestation that the election was held in accordance with ONA's Constitution and the Local and Bargaining Unit Election Policy (Appendix 10 of ONA's Election Policy).

Should a Bargaining Unit Election Committee be appointed, the Chair of the Bargaining Unit Election Committee shall sign and provide to their Local Election Committee Chair an Attestation that the bargaining unit election was held in accordance with ONA's Constitution and the Local and Bargaining Unit Election Policy (Appendix 11 of ONA's election Policy).

Should the Election Committee receive a nomination from a member with entitlements who does not meet the stated qualifications, 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 other related experience and qualifications as well as the absence of any other qualified candidates for the position.

### **3. Nominations:**

The call for nominations for all positions to be elected, both Local and Bargaining Unit positions, will take place at least 45 days prior to an election and must be posted on the ONA bulletin board at each bargaining unit and/or by email if bargaining unit presidents have established a group email with their members personal email addresses. The call for nominations must include the election date, time and location as well as the time and date by which all nominations must be received and also indicate who on the Election Team the nomination forms must be sent to.

Nomination forms shall be submitted to the Election Committee at least twenty (20) days before the date of the election. The Election Committee prepares a Ticket of Nominations, listing all positions being contested and the names of the candidates for each position.

For the Ticket of Nominations and for any other election purposes, the candidates will be listed in alphabetical order by last name, by office.

The Local Election Committee will provide a Ticket of Nominations list for Local positions to each Bargaining Unit Election Committee to share with members.

The lists will be posted in a prominent location in relevant workplaces as determined by Local policy at least 10 days before an election (*By-Law V #8*). The Election Committee should follow-up to ensure that the Ticket of Nominations has been posted in all applicable bargaining units.

### **4. Scrutineers:**

The Election Committee will appoint two members of the Local per polling station to act as Scrutineers. (*By-Law V #11*). Scrutineers shall be paid their regular wage for time spent performing Scrutineer duty.

### **5. Mail-in Ballots:**

Mail-in ballots may be utilized if members must travel greater than 60km to a worksite or polling location. The following procedure for mail in ballots shall occur:

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1. The member must notify the Elections Committee that they wish to exercise their right to a mail-in ballot due to a travelling distance to the poll of greater than 60km within 14 days after the call for nominations has been posted and shared with members.
2. On the deadline date for submission of nomination forms (20 days before the election date) the Election Committee will prepare and mail the mail-in ballot packages to eligible members who have requested a mail-in ballot IF an election is to occur for any position at the Bargaining Unit or Local level.
3. If it is determined that the member qualifies then they will be provided with the following package:
  - a blank ballot on which the member writes the name of the candidate of her/his choice
  - an unmarked inner envelope
  - an outer envelope identifying the member and her/his ONA identification number
  - a return envelope
  - an instruction flyer indicating the date by which the ballot must be returned
4. The completed ballot will be returned to the designated person on the Elections Committee. The unmarked inner envelope will be placed in the ballot box for counting with the other ballots. Mail in ballots must be received by the election date in order to be counted.
5. The voters list will indicate which members have elected to vote by mail-in ballot, to prevent them from voting twice.

### **6. Campaigning:**

In order to support the dissemination of campaign information in a fair and equitable manner, each candidate may provide to the Local Coordinator information to be posted on the Local 7 website.

Candidates for Local executive positions will be permitted 2 email communications via the Local email distribution list. The current LC will facilitate sending the emails and will provide notice of the deadlines to submit information.

### **7. Communicating Election Results:**

The results of an election are communicated to the candidates and the Election Committee as soon as practical after the count is completed by the scrutineers (*By-Law V*). A candidate must provide the Election Committee with a contact number and/or email. The candidates will be notified within 24 hours. The General Membership will be notified by posting on the ONA bulletin board or email and Local 7 website.

(*By-Law V #12*). Employers will be notified in writing of the names of the successful candidates following an election by the Bargaining Unit President.

### **8. Vacancies:**

When a vacancy remains at a bargaining unit or a position is vacated at a bargaining unit, the Bargaining Unit President will appoint a member to any vacant site rep, unit rep or committee position.

If a Bargaining Unit President position remains unfilled or is vacated at a Bargaining Unit or if a position of the Local Executive is unfilled outside of the election period, the Local Coordinator will:

(i) To ascertain which members may be interested in such appointment(s), the Local Coordinator (or designate) will post a notice (EOI) for 10 days indicating the position(s) that are available and outlining the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc). If the vacancy is for a Bargaining Unit President, then the notice will only be posted in the applicable bargaining unit.

(ii) Once expressions of interest have been received, the Local Executive Committee shall meet or by email decide upon which interested member(s) shall be selected to fill the unexpired term. If there is more than one interested member for a vacant position, a vote amongst the Local Executive Committee will be held to make

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this determination. Candidates for the vacant position will be provided an opportunity if so desired to address the Executive Committee at a meeting (at their own expense) for a specific amount of time as determined by the Executive Committee. The Executive Committee will determine if they will meet with the candidates in person or via teleconference. If a candidate cannot attend the Executive Committee meeting she/he may choose to send a letter to be read.

(iii) After the Local Executive Committee meeting, the interested member(s) shall be informed of the decision by the Local Coordinator. A notice will also be posted throughout the Local and on the Local website.

(iv) Employers will be notified in writing of the name(s) of the member(s) selected to fill the unexpired term. Any resulting changes on the executive listing must be forwarded to the Dues and Membership Services Team by the Local Coordinator.