



LOCAL AND BARGAINING UNIT ELECTION POLICY

As outlined in the ONA Constitution and in the Local and Bargaining Unit Election Policy, Locals are required to develop Election Policies which are approved by membership at a Local meeting prior to the elections being called.

1) Local & Bargaining Unit Election Committees

Each Chartered Local Association shall elect a Local Election Committee of 3 members for a term of three years. (By-Law V #4).

Each Bargaining Unit, within ONA7, will appoint Bargaining Unit Election Committee from the membership, to whom it may delegate responsibility for developing and/or enforcing guidelines for the applicable Bargaining Unit) (By-Law V #4).

All Local and Bargaining Unit elections shall be held within the same year, during the same election cycle.

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. 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. 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.

2) 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 each Bargaining Unit's ONA Union Board at all Bargaining Unit sites.

Notice of Local and Bargaining Unit elections will also be posted on the ONA7 Website. Bargaining Unit Presidents may also share election information with members by using personal email addresses listed in ACCESS ONA.



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Information to be posted on Union Boards and shared by email will include:

- Notice of Electronic Voting and how members can update personal email addresses
- The date of the election
- Any positions being contested
- Who on the Election Team the nomination forms must be sent to
- Details of the nomination process.
- The date and time by which all nominations must be received.

3) Campaigning

In order to support the sharing of campaign materials in a fair and equitable manner, for any position being contested Candidates may share up to two (2) emails to their members' personal email address.

Bargaining Unit Presidents will work with the Bargaining Unit Election Team to share campaigning information to member's personal email. The Bargaining Unit Election Team will provide notice of the deadline to submit information.

If a Bargaining Unit President position is being contested, the Local Coordinator will send up to two (2) emails to each Bargaining Unit member's personal email address at the request of the Candidates.

One poster may be shared to each site of the Bargaining Unit's ONA Union Board per Candidate.

Each Candidate may also provide to the Election Committee information to be posted on the ONA7 website.

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

Candidates must not utilize the ONA email system or any ONA contact lists for the purpose of campaigning. For clarity, candidates who hold Local and/or Bargaining Unit Leadership positions within the Association are expected to continue fulfilling their duties during the election period. If a Candidate must use the ONA email system in order to fulfill his/her duties, the Candidate must ensure that the emails sent are not



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directly or indirectly campaign emails. Personal promotion on the ONA email system is strictly prohibited.

- 4) ONA7 will utilize a “Managed Election” for any Local and/or Bargaining Unit Elections. Simply Voting will email secure pins/passwords directly to members eligible to vote.

The Local will endeavour to maintain an up-to-date database of members’ personal email addresses and each Bargaining Unit President will engage their membership to complete MIRE updates at least 5-6 months before Elections occur.

Five (5) months before the Election date, the Local Coordinator will request a copy of the Membership Information Report Excel (MIRE) in advance of the election.

The Local Coordinator and Bargaining Unit Presidents will review the "Master List" for any employer email accounts and seek personal email updates, as well as review and update the members on the MIRE tab titled "Missing Email".

Bargaining Unit Presidents will post a Notice on Union Boards, and email members as they are able, to advise members of the use of electronic voting for the upcoming elections and of the planned test email to be sent to members. The Local will post the Notice on their website along with the dates for the Election. The Notice will advise members they are responsible for ensuring that ONA has their current personal email address on record.

With the Managed Election, the provider will email secure pins/passwords to all members with entitlements to vote in the election.

See Appendix 1: Notice for members on Electronic Voting.

Each Bargaining Unit and the Local will establish an Election Team in accordance with ONA Constitution under Bylaw V, which outlines the establishment of an election team that will be responsible for gathering and compiling the voter and candidate information needed to setup the online election.

Administrators: At least one, and no more than two, members of the Election Team will be designated as the “administrators” of the online election and will be responsible for the uploading of information to the service provider, as well as liaising with the voting service representatives regarding member voting support and ongoing management of the election. Administrators must be individuals who are



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not running in the election being held and do not have any real or perceived conflict of interest in the outcome of the election.

Additionally, it is advised to have one of the administrators designated as the Chief Electoral Officer for the election, and that their contact information be included in the communication plan for the election so that members know who to contact if they have problems casting their vote.

Voter Information: The voter information for each position to be elected will be contained in a spreadsheet that will be uploaded to the voting site.

Each voter record will need to contain the following required information separated into individual columns:

- Unique ID (typically member ID)
- Name (First and Last name in separate columns)
- Home mailing address
- personal email
- Segmentation information (listing of each position that each member can vote for)

Segmentation: The Election Team will work with the Simply Voting Manager to define different levels of voting access for each voter within the Local and/or Bargaining Unit elections.

Data collection and preparation of data extraction of the Local's member information can be provided by the ONA Dues and Membership Team, which will contain the basic information needed to prepare your voter data to be uploaded to the voting system. When the voter information is segmented, the voter is only presented with the voting choices they are allowed.

If further segmentation for positions that are not maintained by Dues and Membership is required, ie: site reps or unit reps, it will have to be entered manually. The Election Team will work with the Simply Voting Manager to add the additional positions into the Simply Voting file before it is uploaded into the voting system.

The Local will request a copy of the extract from the Dues and Membership Team far enough in advance of the Election Day to give election teams the time they need to add any required segmentation.



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Bargaining Unit Presidents may be able to obtain the required information from their employer, to determine what members work on various units and at various sites for leadership positions listed for election.

If a voter is not included on the membership voter list due to “Not Bonafide” status, the member may be provided the opportunity to complete and sign an Application for ONA Membership form prior to the voting period if the Local is notified at least 24 hours before the day of the vote. The form will be sent by the Local Coordinator or Bargaining Unit President. Once the Local has received by email their copy of the signed application, the member is eligible to vote and a voting PIN will be requested by the Chief Electoral Officer.

5) Communicating Election Results

The results of an election are communicated to the candidates and the Election Committee as soon as practical after the results from Electronic voting closes. Each candidate must provide the Election Committee with a contact number and/or personal email address.

The Candidates will be notified within 24 hours of the election results.

The general membership will be notified within three (3) days by a posting on the Bargaining Unit ONA Union Board.

The Bargaining Unit President may also share the results to members using personal email addresses.

ONA7 will post the Local and Bargaining Units election results within seven (7 days) on the Local website.

Employers will be notified in writing of the names of the successful candidates following an election by the current Bargaining Unit President.

6) Permanent Vacancies

When a vacancy remains at a Bargaining Unit or a leadership 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:



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- To ascertain which members may be interested in such appointment(s), the Local Coordinator (or designate) will post an EOI notice 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.
- Once expressions of interest have been received, the Local Executive Committee shall meet and decide 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 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.
- 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.
- 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 updated on ACCESS ONA by the Local Coordinator.

In the event that a unit or site representative or any committee member in the Bargaining Unit (even if they are a member of the Local Executive) should resign, die or otherwise cease to act, the Bargaining Unit President shall appoint from among the members of the Bargaining Unit (as applicable), who have submitted an expression of interest, a replacement for the unexpired term. (By-Law IX #1b)

To ascertain which members may be interested in such appointment(s), the Bargaining Unit President will post a notice for ten (10) days indicating the position(s) that are available and outlining the process for expressions of interest to be received (including timelines for submission of expression of interest, who the expression of interest is to be sent to, etc.).