OSSTF District 17 TBU

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Elections Manual

Revised - March 2015

1. **NOMINATIONS**

*Nominations for the positions elected at the AGM can be received at the District Office prior to the AGM or From the Floor at the AGM*.

**I) Nominations submitted to the District Office prior to the AGM**

1. Nominations will be accepted for **Time Release Officers** (TBU Officer – Grievance and TBU Officer - Negotiations) and **Non-Time Release Time Officers** (Executive Officer External, Executive Officer Internal, Executive Officer Finance and 1 member of the Grievance Committee) to be elected at the TBU AGM

a. Nomination forms are to be distributed by the Elections Committee to Branch Presidents at the March TBU Council Meeting

b. Forms may be delivered:

i. by scan and email to the Office Administrator ([terry.smyth@d17.osstf.ca](mailto:terry.smyth@d17.osstf.ca)) or

ii. by delivery to the District Office (51 King St. Unit 6 Barrie ON L4N 6B5), during office hours

2. Nominees will receive email confirmation of receipt of their nomination. Emails cannot be sent to board email accounts.

3. Nominations shall remain confidential until the nomination window has closed.

**II) NOMINATIONS FROM THE FLOOR**

1. Candidates wishing to run from the floor at the AGM must submit a signed (approved) Nomination form to the Electoral Officer at the AGM

2. Nominees running from the floor may only distribute campaign materials at the AGM once their nomination form has been received by the Electoral Officer.

3. The electoral officer will call 3 times for nominations prior to closing nominations and announcing the names of all eligible candidates

1. **CAMPAIGN**

1. All campaigns will be positive in nature. Members found to have engaged in negative campaigning may be subject to Judicial Council Procedures as outlined in Procedure 5 of the Provincial OSSTF Constitution, Bylaws and Procedures.

2. Campaign materials may be distributed to each TBU member

i. Through Branch Presidents. These materials would have to be given to Branch Presidents at the

April TBU Council meeting

ii. Members who wish to run from the floor may distribute campaign materials once their

nominations has been accepted by the Electoral Officer at the AGM.

3. Candidates may only include member endorsements in their campaign materials if they have written permission from those endorsers.

1. **ELECTIONS PROCESS**

**SPEECHES**

1. Each candidate will be given an opportunity to present a speech to members at the AGM

2. Speaking order will be determined alphabetically, by surname.

3. Speeches will be no longer than 3 minutes. A 30 second warning will be given and microphone will be turned off after 3 minutes.

**VOTING**

1. All current members of the TBU in good standing are eligible to vote.

2. During voting, doors shall be tyled according to the procedures as outlined at the beginning of the AGM.

3. Voting will take place immediately following the speeches.

4. Each eligible voting member will receive only one ballot. Members must be seated to receive a ballot.

5. The Elections and Nominations Committee, or designates, shall distribute ballots for each position to members seated at the tables.

6. The ballot must clearly indicate the nominee of choice.

7. Completed ballots shall be returned to a designated ballot box.

8. All unused ballots shall be returned to the Electoral Officer.

9. The Elections and Nominations Committee shall be given the opportunity to vote.

10. Each nominee will be allowed one scrutineer to oversee the counting of the ballots.

11. The candidate receiving the majority of the votes shall be declared the successful candidate. In the event where there is not a majority, Bylaw 1.4.2 in the TBU Constitution will be followed.

12. Immediately following the election and after the declaration of a successful candidate, a motion to destroy the ballots shall take place.