

OSSTF District 17 TBU



Elections Manual March 2016

A. Nominations

1. Nominations for President
 - a. Notice of election and nomination forms for President shall be distributed by the Elections and Nominations Committee to Branch Presidents at the TBU Council meeting prior to March Break.
 - b. Nominations must be completed on the provided Nominations Form and must be received at the District Office by noon on the Thursday following March Break (noon Thursday March 24th, 2016) by:
 - i. a scanned copy emailed to Office Administrator (office@d17.osstf.ca), or
 - ii. delivery to the District Office (51 King St Unit 6 Barrie ON L4N 6B5)
 - c. Once a nomination is duly received by the District Office, the District Office shall:
 - i. send a confirmation email to the nominee's provided personal email address
 - ii. notify Branch Presidents of the nomination and post the nomination on the Bargaining Unit website.
2. Nominations for Positions elected at the Annual General Meeting (AGM)
 - a. Notice of election and nomination forms for Positions elected at the Annual General Meeting shall be distributed by the Elections and Nominations Committee to Branch Presidents at the TBU Council meeting following March Break.
 - b. Nominations must be completed on the provided Nominations Form and to be considered on-time must be received at the District Office by noon twenty-eight (28) days prior to the AGM (Thursday April 28th, 2016) by:
 - i. a scanned copy emailed to Office Administrator (office@d17.osstf.ca), or
 - ii. delivery to the District Office (51 King St Unit 6 Barrie ON L4N 6B5)
 - c. Once received into the office, nominees shall:
 - i. receive a confirmation email sent to the nominee's provided personal email address
 - ii. have their nomination sent by email to Branch Presidents and posted on the Bargaining Unit website.
3. After the nomination window has closed, the Electoral Officer shall,
 - a. where more than one nomination has been received, send an email to Branch Presidents announcing the complete list of candidates.
 - b. where only one nomination has been received, send an email to Branch Presidents acclaiming the successful candidate.
 - c. where no nominations have been received, send an email to Branch Presidents announcing the extension of the nomination window until the Annual General Meeting.

B. Campaign

1. All members involved in campaigns will run positive campaigns. Negative campaigning is discouraged so as to avoid member-to-member conflict. Members found to have engaged in negative campaigning may be subject to OSSTF Provincial Judicial Council Procedures.
2. Campaigning, including the distribution of campaign materials, may not begin until after the on-time nomination window closes.
3. No member involved in campaigns may campaign during normal school hours. For clarity, members are permitted to campaign, before the commencement of the first class of the day, during the member's lunch period, and after the conclusion of classes for the day.
4. Candidates may only use endorsements once they have received an endorser's written permissions.

C. Election Materials

1. The District Office, free-of-charge, will photocopy for each candidate one Black & White 8.5"x11" brochure/flyer for each TBU member.
 - a. The brochure/flyer may be double-sided.
 - b. The brochure/flyer must be submitted to the District Office by 4:30 PM Monday, March 28th, 2016 and will be distributed to Branch Presidents on Wednesday March 30th, 2016.
2. Candidates may distribute other materials (not to exceed \$500) at their own expense. Documentation of costs are to be provided upon request by the Electoral Officer.

D. President All-Candidates Meeting

1. If two or more nominations are received for the office of TBU President, an All-Candidates meeting will take place at the District Office on Wednesday April 13th, 2016 at 5:30 PM.
2. The All-Candidate Meeting shall be chaired by the TBU Council Chair or as designated by the Electoral Officer.
3. Candidates, in random order drawn by the Electoral Officer, will have 5 minutes each to outline their platform and shall be provided a warning from the Chair after 4 minutes.
4. Question Period will begin after all candidates have outlined their platform.
 - a. A designated area will be set up for questioning – individuals may ask one question with one follow-up if clarification is needed.
 - b. All candidates will be given opportunity to respond. Responses will be alternated (ex. Q1. Candidate 1 then candidate 2. Q2. Candidate 2 then candidate 1.) If an individual has further questions for the candidate they are to go to the back of the line to allow others the opportunity to ask questions.
5. At a time pre-determined by the Electoral Officer or at the conclusion of questioning (whichever is earlier) each candidate will be given two minutes for final summation. They will speak in opposite order in which they begin.

E. Voting

1. Voting for TBU President

- a. The Elections and Nominations Committee shall distribute Ballots, List of Voters, and balloting envelopes to Branch Presidents at the TBU Council meeting prior to the election. Ballots shall contain each candidate's name in Alphabetical order and branch and be printed on coloured paper.
- b. Branch Presidents shall have overall responsibility for the conduct of the vote in their branch. Where a Branch President is a candidate for OSSTF TBU D17 President, the Electoral Officer, shall assign that responsibility to another member of that Branch.
- c. When voting is not open voting materials shall be secured in a locked location.
- d. Voting shall occur
 - i. In individual worksites on the day of the April TBU Council meeting (Wednesday April 27th, 2016), with an advance poll occurring in the individual work sites on week prior to the date of the election (Wednesday April 20th, 2016).
 - ii. Members unable to vote at worksites shall have the opportunity to vote on Wednesday April 27th, 2016 at the District Office in person or by telephone (where a district officer is able to confirm the member's identity, and another district officer can record the vote).
- e. Voters shall
 - i. Sign the list of voters next to their name. Where a name does not appear on the list of voter's, the member's name may add his/her name to the list.
 - ii. Complete the ballot and place their ballot into the balloting envelope.
- f. All completed and unused ballots, voters' lists and balloting envelopes shall be returned to the District Office. The Ballots are **NOT** to be counted at the individual Branch.
- g. Ballots will be counted at the April meeting of TBU Council (Wednesday, April 27th 2016). Each candidate is permitted a scrutineer while the ballots are being counted.
- h. The successful candidate will be announced to Branch Presidents at the TBU Council meeting. Upon request of an unsuccessful candidate, the number of votes for each candidate along with the number of spoiled ballots will be announced to TBU Council.
- i. The nominee with the largest amount of votes shall be declared the successful candidate. In the event of a tie, the Electoral Officer will break the tie by a lot.
- j. Immediately following the resolution of any questioning of the results or election procedure, a motion to destroy ballots shall take place.

2. Voting for Positions elected at the Annual General Meeting
 - a. The Electoral Officer shall inform the membership of the election procedure.
 - b. Speeches
 - i. Each candidate, in alphabetical order, will be given an opportunity to present a speech to members at the AGM.
 - ii. Speeches will be no longer than 3 minutes. A 30 second warning will be given and microphone will be turned off after 3 minutes.
 - c. Voting
 - i. Voting shall take place immediately following speeches.
 - ii. Only eligible voters and those designated to assist in the election procedure shall be present on the floor during balloting.
 - iii. During voting the outside doors shall be tyled.
 - iv. The Elections and Nominations Committee, or designates, shall distribute each a ballot to each eligible voting member. Members must be seated to receive a ballot.
 - v. The Elections and Nominations Committee, or designates, shall bring ballot boxes to each table. Completed ballot boxes shall be returned to a designated ballot box. All unused ballots shall be returned to the Electoral Officer.
 - vi. Members of the Elections and Nominations Committee shall be given the opportunity to vote.
 - vii. The ballot must clearly indicate the nominee of choice. Spoiled votes shall not be used in the calculation of the total votes cast.
 - d. Candidates may appoint one scrutineer to oversee the counting of the ballots.
 - e. A majority is required to declare the winning candidate (50% + 1)
 - f. In the case where none of the candidates receive a majority vote, the following procedure be followed:
 - i. The candidate receiving the fewest number of votes shall be dropped from succeeding ballots until a majority is reached by one of the candidates.
 - ii. In the event that two candidates receiving the fewest votes received the same number of votes, the candidates would be dropped from succeeding ballots only if there were two remaining candidates on the succeeding ballots. The candidates would remain on the succeeding ballot if only one candidate were to remain if they were dropped from the ballot.
 - iii. In the event that there are three remaining candidates and the two candidates receiving the fewest number of votes remain tied after two successive ballots, the Electoral Officer will break the tie by lot.
 - g. Results for each contested election shall be announced by candidate name in alphabetical order to the Annual Meeting.
 - h. Eligible voters will be asked if there is any question of the result or election procedure.
 - i. Immediately following the resolution of any questioning of the results or election procedure, a motion to destroy ballots shall take place.