

OSSTF D17 SIMCOE

TBU

Elections Manual
2023/2024

To be approved by TBU Council: Wednesday, November 15th, 2023

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A. Election of TBU President

1. Nominations

- a. The election of the TBU President shall occur in even calendar years.
- b. Notice of election, nomination forms for President, and voting instructions shall be distributed by the Elections and Nominations Committee to Branch Presidents at the February TBU Council meeting (**February 21st, 2024**).
- c. Nominations must be completed on the provided Nominations Form and must be received at the District Office by **3:30 pm** the fourth Thursday in March (**March 28th**) by:
 - i. an electronic copy submitted to the Office Administrator (office@d17.osstf.ca), or
 - ii. through email or a Google form that is sent out to members for their nominations
- d. Once a nomination is duly received by the District Office, the District Office shall:
 - i. send confirmation to the personal email address to the nominee, mover and seconder.
 - ii. notify Branch Presidents of the nomination and post the nomination on the Bargaining Unit website (d17teachers.com)
- e. After the nomination window has closed for President, the Electoral Officer shall:
 - i. where more than one nomination has been received, send an email to Branch Presidents announcing the complete list of candidates.
 - ii. where only one nomination has been received, send an email to Branch Presidents acclaiming the successful candidate.
 - iii. where no nominations have been received, send an email to Branch Presidents announcing the extension of the nomination window until the AGM. Voting in such a situation will be conducted according to voting procedures for positions elected at the Annual General Meeting.

2. TBU President All-Candidates Meeting

- a. If two or more nominations are received for the office of TBU President, an All-Candidates meeting will take place on a date chosen by the Elections and Nominations Committee in consultation with candidates (April)
 - i. at the District Office, or
 - ii. on a virtual platform selected by the Electoral Officer.
- b. The All-Candidates Meeting shall be chaired by the TBU Council Chair or by an individual designated by the Electoral Officer.
- c. 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.

- d. Question Period will begin after all candidates have outlined their platform.
 - i. There will be a queue for individuals wishing to ask questions. Each person may ask one question at a time, with one follow-up if clarification is needed.
 - ii. All candidates will be given the opportunity to respond. Responses will be alternated (ex. Q1. Candidate 1 then Candidate 2. Q2. Candidate 2 then Candidate 1.).

3. Voting for TBU President

- a. Voting shall take place using either paper ballots or an electronic voting system as decided by the Electoral Officer and the Elections Committee.
- b. Candidates will be listed on the ballot alphabetically according to surname. There will be an option to spoil the ballot.
- c. Voting shall commence at 8:00 AM the week prior to the April TBU Council meeting (**April 10th**) Voting will close at 3:00 PM on the day of the April TBU Council meeting. (**April 17th**). Preliminary results will not be disclosed.
- d. Each candidate may appoint a scrutineer who will be privy to the vote count prior to the vote results being released.
- e. If a candidate received a majority (50% + 1), excluding spoiled ballots, the successful candidate will be announced to Branch Presidents at the TBU Council meeting. Upon the 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.
- f. If no candidate receives a majority of the vote, then a run-off election will occur at the Annual General Meeting (**May 15th**) between the two candidates with the most votes. If there is a tie between the candidates with the 2nd and 3rd most votes, the Electoral Officer will select the run-off candidate by lot. Upon the request of any candidate, the number of votes for each candidate along with the number of spoiled ballots will be announced to TBU Council.
- g. Immediately following the resolution of any questioning of the results or election procedure, a motion will be tabled to delete all copies of the vote count.

B. Election of Positions elected at the Annual General Meeting

1. Nominations

- a. The following positions are to be elected at the Annual General Meeting – AGM:
 - i. TBU Officers - Negotiations and Grievance: shall be elected in odd calendar years for a two year term;
 - ii. Vice-President (External), Vice-President (Internal) and TBU Treasurer: Shall be elected in even calendar years for a two year term;
 - iii. Health and Safety Officer: shall be elected in even calendar years for a two year term;
 - iv. One of the at-large Grievance Committee members: Elected for a staggered two year term;
- b. Notice of election and nomination forms for positions elected at the AGM shall be distributed by the Elections and Nominations Committee to Branch Presidents no later than March 31st.
- c. Nominations must be completed on the provided Nominations Form and to be considered on-time must be received at the District Office by **3:30 pm** twenty-eight (28) days prior to the AGM (**Wednesday, April 17th, 2023**) by:
 - i. an electronic copy submitted to Office Administrator (office@d17.osstf.ca); or
 - ii. delivery to the District Office (if we have transitioned to a new office); or
 - iii. through email or a Google form that is sent out to members for their nominations
- d. 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; and
 - ii. notify Branch Presidents of the nomination and post the nomination on the Bargaining Unit website.
- e. After the nomination window has closed for positions elected at the AGM, the Electoral Officer shall:
 - i. where more than one nomination has been received, send an email to Branch Presidents announcing the complete list of candidates;
 - ii. where only one nomination has been received, send an email to Branch Presidents acclaiming the successful candidate; or
 - iii. where no nominations have been received, send an email to Branch Presidents announcing the extension of the nomination window until the AGM.

2. Voting for Positions elected at the Annual General Meeting

- a. The Electoral Officer shall inform the membership of the election procedure.
- b. All voting will be conducted electronically. TBU Council will endeavour to support members who need accommodations to vote electronically. The member must reach out to the District Office prior to the April TBU Council meeting. This information will be included with the Notice of Election.
- c. The District Office will provide the Vice President - Internal and the Electoral Officer with the eligible member list 2 weeks prior to the AGM. Polling will be conducted by the host of the meeting. The Communication Officer or designate will host the meeting. The polling will be overseen by the Elections Officer. The results of each election will be released by the Elections Officer.
- d. Elections shall be held in the following order:
 - a. TBU President (run-off, if needed)
 - b. TBU Officer – Negotiations (Odd Years)
 - c. TBU Officer – Grievance (Odd Years)
 - d. Vice President – External (Even Years)
 - e. Vice President – Internal (Even Years)
 - f. Treasurer (Even Years)
 - g. Health & Safety Officer (Even Years)
 - h. Grievance Committee Member-at-Large (Staggered)
- e. A defeated candidate for TBU Officer – Negotiations shall automatically be considered for TBU Officer – Grievance
- f. A defeated candidate for Vice President – External shall automatically be considered for Vice President – Internal
- g. If two or more nominations are received for a position candidates will be given the opportunity to make speeches at the AGM. Speeches will be in random order, determined by names drawn by the Electoral Officer or designate. The duration of the speeches is listed below. A thirty (30) second warning will be given and the microphone will be turned off when time expires.
 - i. TBU Executive - Time release positions: 4 minutes
 - ii. TBU Executive - Non-time release positions: 3 minutes
 - iii. All other positions: 2 minutes
- h. Voting shall take place immediately following the speeches for each position.
- i. Eligible voters will be given access to their ballots from the Electoral Officer or designate(s).

- j. Candidates will be listed on the ballot alphabetically according to surname. There will be an option to spoil the ballot.
- k. Voters will have 1 minute to cast their ballot once the voting opens. The Electoral Officer or designate will give a 15 second countdown before closing the voting.
- l. The automatic electronic vote count shall be monitored by the Electoral Officer or designate(s). Each candidate may appoint one scrutineer to oversee the counting of the ballots.
- m. A majority is required to declare the winning candidate (50% + 1). Spoiled ballots shall not be used in the calculation of total votes.
- n. The Electoral Officer or designate, chosen from amongst those who monitored the voting, will declare the winner of each election.
- o. In the case where none of the candidates receive a majority vote, the following procedure is to be followed:
 - i. The candidate receiving the fewest votes shall be dropped from succeeding ballots until a majority is reached by one of the candidates.
 - ii. In the event that two candidates received the fewest votes, and received the same number of votes, both the candidates would be dropped from succeeding ballots only if there are two candidates remaining on the ballot. The candidates with the fewest votes 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.
- p. Eligible voters will be asked if there are any questions about the results or about the election procedure.
- q. If the results of the election are contested, the vote counts shall be announced by the Electoral Officer or a designate.
- r. Digital copies of the results will be taken at the end of each vote. Immediately following the resolution of any questioning of the results or election procedure, a motion to delete the digital copies shall take place.

C. Positions Elected at TBU Council

1. Nominations for positions elected at TBU Council

- a. Notice of election and nomination forms for each position elected at TBU Council shall be distributed by the Elections Committee to Branch Presidents at the TBU Council/Annual General meeting preceding the election.
 - i. June TBU Council elections:
 1. Executive Officer - Council
 2. Executive Officer - Communications
 3. Member of Teacher-Trustee Relations Committee
 4. Liaison to District Human Rights Committee
 5. Liaison to District Status of Women Committee
 6. Liaison to District Political Action Committee
 7. TBU Council Chair
 - ii. September TBU Council elections:
 1. Electoral Officer
 - iii. Elections at the last TBU Council meeting of the calendar year:
 1. Annual Meeting of the Provincial Assembly Delegates
- b. Nominations, with the exception of TBU Council Chair, shall be accepted from the membership. Nominations must be completed on the provided Nominations Form and must be received at the District Office by 3:30 pm one week prior to the TBU Council meeting.
- c. Where no on-time nominations are received, nominations will be accepted from the floor at TBU Council.
- d. Where an election is held at TBU Council, each candidate, in alphabetical order, shall be provided one (1) minute to speak towards their candidacy. If they are unable to attend the meeting, they may designate another member of TBU Council to speak on their behalf.
- e. A TBU Council Chair shall be elected during the June Council meeting, for the following school year, by the existing members of TBU Council.

D. Branch Elections

Note: If in-school learning is not occurring at the time of election, the voting shall be postponed until in school learning resumes. Elections should be held within six weeks of the resumption of in school learning. All dates shall be adjusted accordingly.

1. Nominations for positions elected at each branch

- a. Each Branch shall elect, in May or June, the following positions:
 - i. In odd calendar years: Branch President and CBC In-School Staffing representative;
 - ii. In even calendar years: CBC Health & Safety representative and CBC Member-at-large;
 - iii. Annually: School Council Representative, Representative to Educational Services Committee, Representative to Excellence in Education Committee, Representatives to the District Standing Committees.
- b. Notice of Election and Nomination Forms for each Branch position shall be distributed by the Elections Committee to Branch Presidents at the TBU Council meeting prior to Annual General Meeting (AGM) (**April 17th, 2023**).
- c. Notice of election shall be given, in writing, by the Branch President to the Branch members one month prior to the date on which the election will occur.
- d. Conducting of Branch Elections
 - i. Elections will be held in a central location that is announced to the membership at least two (2) days prior to the election date.
 1. The location of the election will be free from candidate propaganda and maintained as a neutral space.
 - ii. The individuals conducting the election must remain neutral.
 - iii. The ballots and ballot box will be supervised at all times by the Branch President or the designate (in the case that the Branch President is running for a position or campaigning for a candidate).
 - iv. Vote Counting
 1. In odd years, the votes will be counted by the CBC Health and Safety Rep, CBC Member-at-Large, and one general member of the membership, or designates.
 2. In even years, the votes will be counted by the Branch President, CBC In-School Staffing rep, and one general member of the membership, or designates.
 - v. Following the election all ballots will be destroyed.
 1. Results of Branch elections will be emailed into the District Office.

E. Campaigning for Time-Release Positions

1. Campaigning is defined as the solicitation of votes by the distribution of campaign materials or meeting with members on masse. Candidates shall not campaign during the school day (**8:00 AM to 3:30 PM**). An exception for holding branch visits or town halls would be the lead up to a ratification vote, a strike vote, strike action, or other extenuating circumstances as determined by the **Elections Committee**. Members who are facilitating voting shall not solicit votes on behalf of a candidate while balloting is occurring.
2. All members involved in campaigns will run positive campaigns. Negative campaigning is prohibited so as to avoid member-to-member conflict. Candidates will be held to the OSSTF Anti-Harassment standards while campaigning. All electronic communications, social media postings, websites, and printed materials must maintain the standards of professional conduct.
3. Campaigning, whether in-person meetings, the distribution of campaign materials (physical or electronic) or social media posts, may not begin until after the on-time nomination window closes.
4. For the election of TBU President, the Elections Committee, in consultation with the candidates may organize up to four opportunities for candidates to campaign at a meet-and-greet.
 - a. Meet-and-greets will be scheduled, in the evening, for different areas of Simcoe County.
 - b. All promotion for these events will be done by the District Office. Members may share the location, date, and purpose of the events.
 - c. Campaign materials for the election of TBU President and for those positions elected at the Annual General Meeting.
 - i. Although print and other physical materials are not prohibited, candidates are encouraged to consider the environmental sustainability of using and distributing physical campaign materials.
 - ii. The District Office will send one (1) digital flyer for each candidate to the membership electronically through email and a copy of each flyer will be posted on the d17teachers.com website. Flyers need to be submitted to the District Office at least 24 hours prior to distribution and flyers are to be distributed two (2) weeks prior to the election. The District Office will not be making flyers available on social media.
 - iii. Candidate Social Media and Websites:
 1. Any materials shared from the District 17 social media accounts or website must be left in their original form. Alteration of said materials is strictly prohibited.
 2. District 17 social media accounts shall not be used for campaigning purposes other than for distribution of neutral messages approved by the Nominations & Elections Committee.

F. Sanctions

1. Should a member feel that any of the procedures contained herein have been violated, they are to contact the Electoral Officer, TBU President or their Branch President, who will in turn contact the Electoral Officer. No anonymous complaints will be accepted.
 - a. Upon receipt of a member's concern, if the Electoral Officer determines the complaint is likely to be a violation of the elections manual, they will designate a member of the Nominations and Elections Committee to investigate the member's concern and, if necessary, will contact the respondent.
 - i. The Electoral Officer will report all findings to the TBU Council. The respondent candidate shall be provided an opportunity to provide rationale for the situation.
 - ii. If a violation has been found to have occurred, TBU Council will determine the appropriate consequence with input from the Electoral Committee. Consequences may include, but are not limited to,
 1. acknowledgement of violation, but no further action taken;
 2. written report to members;
 3. referral to Judicial Council.

G. Conflict of Interest

1. No active member of the Nominations and Elections Committee may become a candidate for TBU President or a Time-Release position. Should a member of the Nominations and Elections Committee become a candidate for TBU President or a Time-Release position, that member shall resign from involvement in the Nominations and Elections Committee until the election for their position is resolved.