

ONTARIO NURSES' ASSOCIATION

Local and Bargaining Unit Election Policy

Approved April 2018 Board of Directors Meeting



The Ontario Nurses' Association (ONA) is the union representing 65,000 registered nurses and health care professionals, and 18,000 nursing students, providing care in hospitals, long-term care facilities, public health, the community, clinics and industry.

Ontario Nurses' Association © 2018

TABLE OF CONTENTS

ONA Vision and Mission Statements.....	3
Introduction	4
Chartered Local Association	5
Single Bargaining Unit Locals	6
Multi-Bargaining Unit Locals	8
Executive Committee	10
Local and Bargaining Unit Election Process	12
ONA Guidelines for Candidates	19
Glossary of Terms	20
Sample Ballot	21
Sample of Scrutineer Tally Sheet	22
Sample Call for Nominations	23
Sample Nomination Form	24
Sample Expression of Interest Form.....	25
Action Plan for Local and Bargaining Unit Election Process.....	26
Template for Developing Local Election Policies.....	28
Sample Call for Nominations – French version.....	31
Sample Nomination Form – French version.....	32
Sample Expression of Interest Form – French version.....	33

ONA VISION STATEMENT

Ontario Nurses' Association: Our Union. Respected. Strong. United.
Committed to members who care for people.

ONA MISSION STATEMENT

The Ontario Nurses' Association is a proactive union committed to improving the economic welfare and quality of work-life for our members, to enable them to provide high-quality health care.

INTRODUCTION

While provincial stewardship of the Ontario Nurses' Association (ONA) resides with the elected Board of Directors, comprised of the President, First Vice-President and five regional Vice-Presidents with portfolios, stewardship at the Local level resides with the leadership that is elected by the membership of each of ONA's Locals.

As such, this policy has been developed to help you through the Local and Bargaining Unit election process.

It will also help you understand how ONA is structured at the Local level, including the roles and responsibilities of Local Executives.

The policy contains specific references to articles in the ONA Constitution so that you will be able to use the Constitution as a resource. The Constitution provides the structure and direction for our organization to function in an efficient and democratic manner overall.

You will also find a useful glossary of terms and some sample election documents including scrutineer forms and ballots.

Also included is an action plan developed by ONA's Membership Education and Events Team (MEET). MEET provides an Elections Process Teleconnect for members which is delivered in June of local election years.

CHARTERED LOCAL ASSOCIATION

ONA's Constitution defines the function, structure and responsibilities of Local associations and Bargaining Units. The goal is to combine Bargaining Units in a geographical region to form Locals of at least 500 members.

That's why you will see Locals made up either of a single Bargaining Unit (Single Bargaining Unit Local) or a group of Bargaining Units combined to form one Local (Multi-Bargaining Unit Local).

Each Local is led by an elected Local Coordinator who serves as a mentor, communicator and leader for the members of that Local. The Local Coordinator works directly with individual Bargaining Units, other Local Coordinators and the Board of Directors to meet the needs of the members of the Local and to participate in the smooth running of the organization as a whole. Bargaining Unit Presidents work with Bargaining Unit representatives and ONA staff teams – particularly the district service teams – to address labour relations issues on behalf of members.

Local Coordinators work with the Board to ensure that information is made available to grassroots members, and that these members have meaningful input into the direction and operation of the organization.

REFER TO ONA CONSTITUTION, ARTICLE 4. B. – CHARTERED LOCAL ASSOCIATIONS

4.03 The Union may issue a charter to any group of members of the Union, and any such group shall thereafter be referred to as a Chartered Local Association. A Chartered Local Association shall consist of one (1) or more Bargaining Units. A Chartered Local Association that consists of one (1) Bargaining Unit shall be referred to as a Single Bargaining Unit Local. A Chartered Local Association that consists of two (2) or more Bargaining Units shall be referred to as a Multi-Bargaining Unit Local. Multi-Bargaining Unit Locals shall, as much as possible, be composed of Bargaining Units from the three (3) sectors of the Union.

SINGLE BARGAINING UNIT LOCALS

ONA's Constitution outlines the governance and structure of Single Bargaining Unit Locals and the role of the Bargaining Unit President.

The Local Coordinator of the Chartered Local Association shall serve as the Bargaining Unit President of Single Bargaining Unit Locals.

In single bargaining unit locals, no member may hold more than one office at the same time.

REFER TO ONA CONSTITUTION, BY-LAW VII - BARGAINING UNITS AND BARGAINING UNIT PRESIDENTS

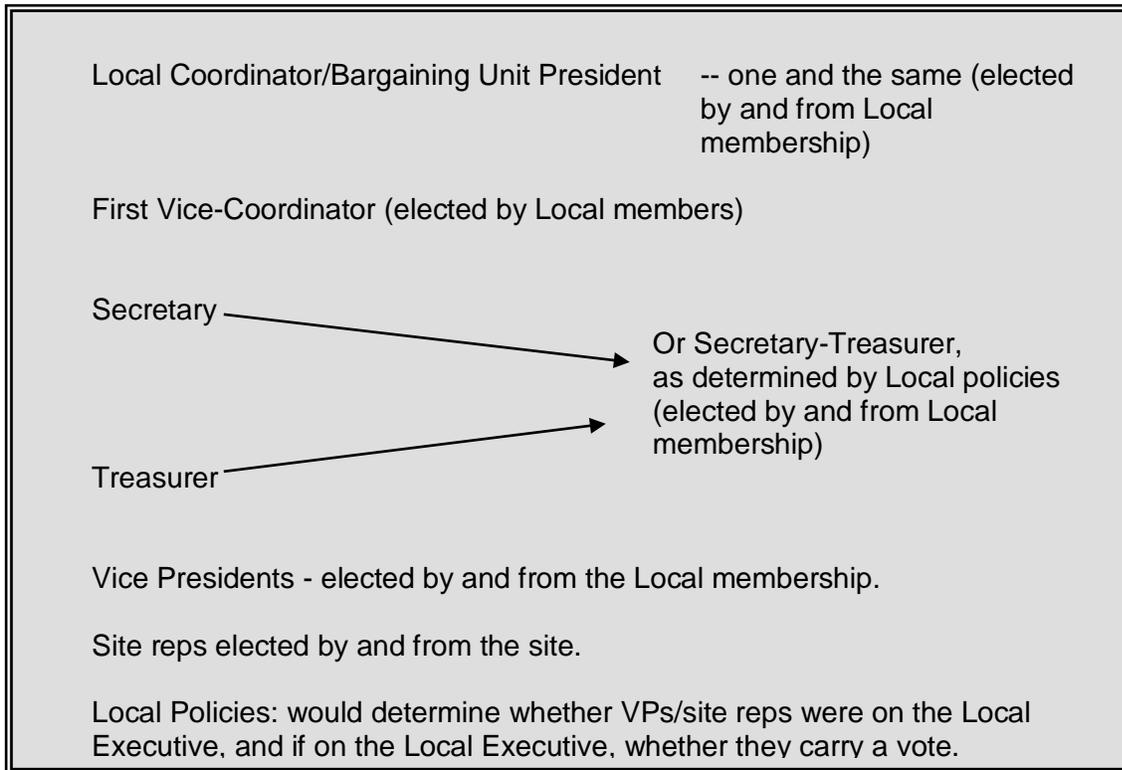
1. *...In Single Bargaining Unit Locals the person elected as Local Coordinator of the Chartered Local Association shall also serve as Bargaining Unit President...*

REFER TO ONA CONSTITUTION, BY-LAW III – DUTIES OF OFFICERS

e) *Bargaining Unit President:*

- i. *Provide leadership to the members of the Bargaining Unit;*
- ii. *Ensure that information from the Board of Directors and the Local Executive Committee is passed on to the members of the Bargaining Unit;*
- iii. *Represent the Bargaining Unit on the Local Executive Committee;*
- iv. *Liaise with the Local Coordinator of the Chartered Local Association, the Provincial Vice-Presidents, President, First Vice-President and Labour Relations Officer;*
- v. *Meet regularly with the Local Coordinator of the Chartered Local Association;*
- vi. *Chair the Negotiations and Labour Management Committees for the Bargaining Unit;*
- vii. *Sit as an ex-officio member of all other committees within the Bargaining Unit and ensure that they are functioning effectively and are provided with the necessary resources;*
- viii. *Shall have a casting vote to break any tie; and*
- ix. *Monitor the financial situation of the Local and ensure that monies are spent effectively, appropriately and within the scope of Local and Provincial policies.*

The following chart illustrates the governance structure of a Single Bargaining Unit Local:



MULTI-BARGAINING UNIT LOCALS

Multi-Bargaining Unit Locals are comprised of a number of Bargaining Units that may contain too few members to stand alone.

Bargaining Units within Multi-Bargaining Unit Locals are linked geographically and are generally representative of all ONA sectors including hospitals, community health, public health and long-term care.

Multi-Bargaining Unit Locals operate similarly to Single Bargaining Unit Locals. However, there are different guidelines in terms of how their Executives are elected.

REFER TO ONA CONSTITUTION, BY-LAW VII – BARGAINING UNITS AND BARGAINING UNIT PRESIDENTS

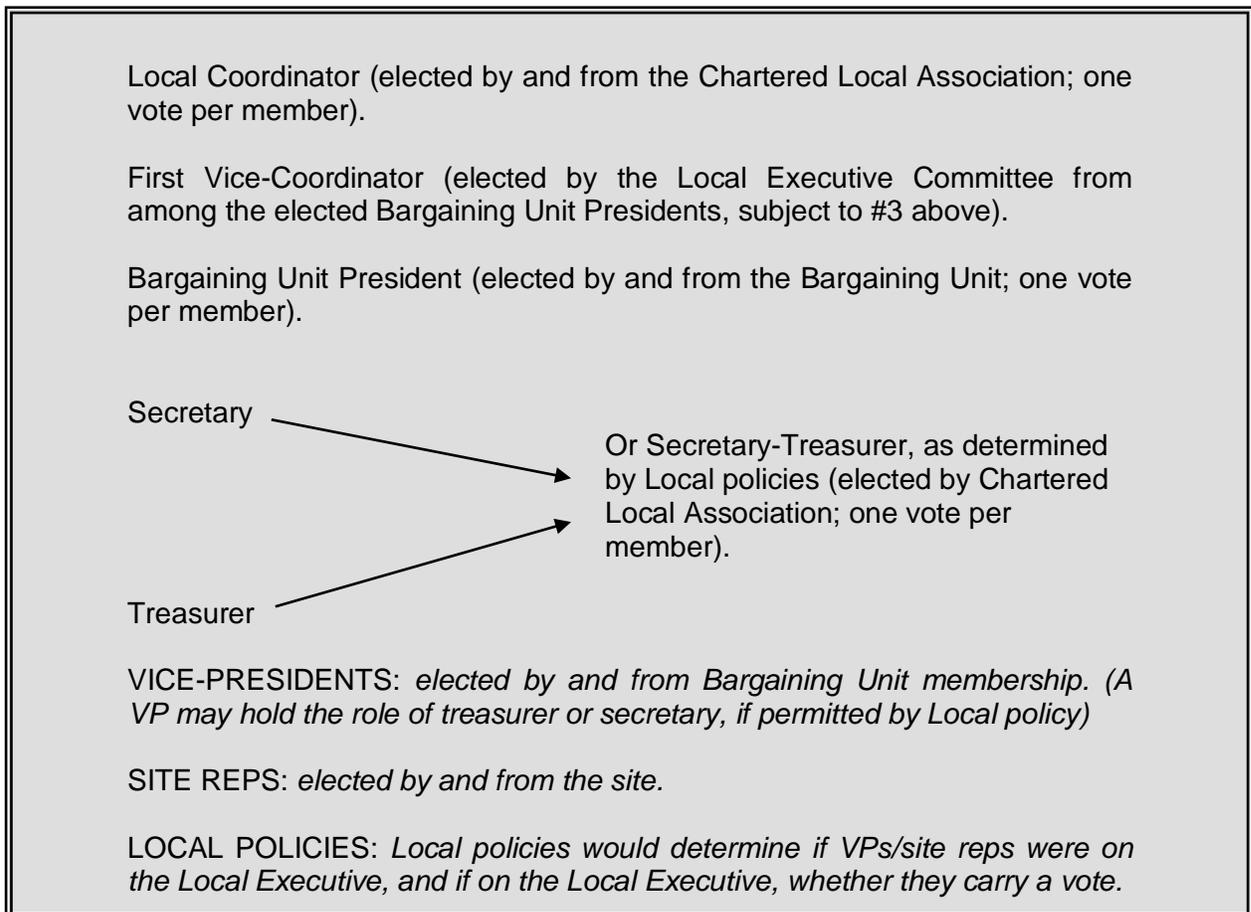
- 1. In Multi-Bargaining Unit Locals the person elected by each Bargaining Unit of the Chartered Local Association shall serve as Bargaining Unit President. This person may also serve as the Local Coordinator if elected by the membership of the Chartered Local Association. ...*
- 2. In Multi-Bargaining Unit Locals no member can serve as Bargaining Unit President for more than one (1) Bargaining Unit even though the member may be a member of more than one (1) Bargaining Unit.*

REFER TO ONA CONSTITUTION, BY-LAW III – DUTIES OF OFFICERS

Elections for Executives of Multi-Bargaining Unit Locals are determined as follows:

1. Bargaining Unit Presidents and other Bargaining Unit representatives within Multi-Bargaining Unit Locals are elected by and from the membership of the Bargaining Unit, on the basis of one vote per member.
2. The Local Coordinator is elected by and from members of the Chartered Local Association, on the basis of one vote per member.
3. The First Vice-Coordinator is elected by the Local Executive Committee from among the elected Bargaining Unit Presidents. If none of the Bargaining Unit Presidents are able and willing to stand for election for this position, then the First Vice-Coordinator shall be elected by the Local Executive, from the other Local Executive members.
4. **Members who work in more than one (1) Bargaining Unit within the same Local shall only be entitled to one (1) vote for any Local Executive Officer position.**

The following chart illustrates the governance structure of a Multi-Bargaining Unit Local and how its Executive is determined:



EXECUTIVE COMMITTEE

(For Both Single and Multi-Bargaining Unit Locals)

The Executive Committee of a Chartered Local Association is clearly defined in the Constitution, including how it is elected and what its roles and responsibilities are.

Also defined in the Constitution is the composition of Committees, how many and what Committees are required by Locals and Bargaining Units, and how Committee chairs are determined. Committees, other than those clearly established in the Constitution, may be established by Locals and Bargaining Units according to Local policy, the collective agreement and ONA Constitution.

The number and type of Unit and/or Site Representatives shall be determined by a vote at a meeting of the Bargaining Unit (*By-Law VIII*). Please note that any funding for these positions would require approval by the Local Executive.

A Local (if permitted by Local policy) may choose to hold elections for the office of Local Coordinator and half the Bargaining Unit Presidents in alternate years to the elections of Treasurer, Secretary and the other half of the Bargaining Units (*By-Law V – #14*).

Executive Committee members are elected for a two-year term of office commencing January 1 and expiring December 31 of the following year.

REFER TO ONA CONSTITUTION, BY-LAW II – # 3(B) AND (C)

By-Law II

3. *(b) Bargaining Units within a Chartered Local Association may elect one or more Vice-Presidents and one or more Site Representatives to the Local Executive Committee on the basis of one vote per member of the Bargaining Unit or site as applicable.*
3. *(c) Elected Vice-Presidents or Site Representatives to the Local Executive Committee may hold one vote on the Local Executive Committee, if permitted by Local policies.*

BY-LAW VII – BARGAINING UNITS AND BARGAINING UNIT PRESIDENTS

6. *A Bargaining Unit shall have a representative and shall endeavour to have a Committee to support such representation for the following:*
- a. *Human Rights and Equity.*
 - b. *Negotiations.*
 - c. *Labour Management.*
 - d. *Grievances.*
 - e. *Health and Safety.*
 - f. *Workload and Professional Responsibility.*

Each Bargaining Unit may establish such other committees as its members consider necessary (See By-Law VII – #7, which provides for a Health and Welfare Benefits person). The members and chairperson of each committee shall be elected on the basis of one (1) vote per Bargaining Unit member, however, the chairperson of the Negotiations and Labour-Management Committees shall be the Bargaining Unit President...”

Note: When electing a bargaining unit negotiations committee, members can vote for both full time and part time candidates, regardless of their own status.

New Positions Created During Term

The Constitution (*By-Law V #18*) provides that a new representative position(s) or Committee created within an existing Bargaining Unit will be appointed for the unexpired term by the Bargaining Unit President. Such appointments shall be from members who express an interest.

To ascertain which members may be interested in such appointment(s), the Bargaining Unit President will post a notice indicating the position(s) that are available and outline 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). A sample expression of interest form can be found in this guide (page 24).

LOCAL AND BARGAINING UNIT ELECTION PROCESS

Each Local/Bargaining Unit should review the election process outlined in the Constitution prior to every Local/Bargaining Unit election. The process is detailed clearly in the Articles and By-Laws of the Constitution, and should provide clarity or resolve any questions that may arise. The following is an overview of the election process:

Local Election Policies

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. All Local Election Policies must reflect the ONA Constitution and any provincial policy directives, including those found in this policy.
2. Local Election Policies, upon request of the Local or the Board of Directors, may be reviewed by the Regional Vice-President.

Local Election Committee

3. Each Chartered Local Association shall elect a Local Election Committee of three or more members (*By-Law V #4*). A Local Executive member can serve on the Election Committee only if he/she is not being contested in the election. If a member of the Election Committee becomes a candidate for a contested position, he/she shall resign from the Election Committee and the Local Executive shall appoint a replacement for the unexpired term.

A Chartered Local Association may develop policies to appoint a Bargaining Unit Election Committee(s) from the membership of the applicable Bargaining Unit(s) to whom it may delegate responsibility for developing and/or enforcing guidelines for the applicable Bargaining Unit (*By-Law V #4*).

Local and Bargaining Unit Election Committee members can not publicly support a candidate in the election.

5. The Local Election Committee, in conjunction with the Chartered Local Association Executive, will set the date, time and place for all elections at the Local or Bargaining Unit level (*By-Law V #5*). All elections will be held on the same day. It is recommended that space for polling stations be reserved well in advance in case such stations are required. Note: Different bargaining units may decide to share polling station locations (eg. a hospital and LHIN in the same geographic area).
6. Prior to the call for the Local/Bargaining Unit Elections, the Election Committee is accountable for ensuring that the names of the members of the Election Committee are posted in all Bargaining Units. The posting will also advise members as to where they can access the following information:
 - a) ONA Local and Bargaining Unit Election Policy
 - b) Role of the Election Committee (*By-Law V* of ONA Constitution).
 - c) How to file a complaint.

- d) All Local policies relating to the election.
- e) Bargaining Unit and Local Executive Accountabilities with Role Descriptions

Nominations

6. The call for nominations for all positions to be elected takes place at least 45 days prior to an election and must be posted in the relevant workplaces (*By-Law V #6*). This notice must include the date, time and place of the election, the positions being contested and the details of the nomination process. (Note the notice could indicate the geographic location(s) of the election with logistical details to follow ie actual rooms). Local policy should clearly describe the locations and methods for the posting of such notices and may include the ONA Bulletin Board, e-mail and local website. The call for nominations must include 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 may be submitted electronically, subject to the requirements of #7 below.
7. Nomination forms are available from the Election Committee (*By-Law V*). Nomination forms must contain the signature of two (2) members of the Chartered Local Association or Bargaining Unit, as applicable. A candidate cannot self-nominate.
8. The Election Committee shall review all nomination forms for entitlement status of the nominators and the candidates. Should a candidate or nominator not have membership entitlements, then the Election Committee will notify the candidate whose nomination form is not in order as soon as reasonably possible.
9. Nomination forms must be opened as they are received by the designated person on the Election Team. Candidates may confirm that their nomination form has been received and is in order with the Election Committee prior to the posting of the Ticket of Nominations.

The Election Committee will notify the Local Coordinator one week prior to the close of nominations if there are any positions where a nomination form has yet to be received.
10. If at the close of the nomination period there is only one candidate for office, that person will be acclaimed into office by the Election Committee.
11. Nomination forms shall be served upon 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. The list is to 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.
12. The Constitution places limitations on how many Local Executive Offices a member can hold. There is, however, no limitation on how many Local Executive Offices for which a member can run within the same Local.

There is no restriction on the number of Local Committee positions (which are not part of the Local Executive) or Bargaining Unit committee positions that a member can run for and hold.

Preparing for Voting

13. The Election Committee obtains a current Membership Information Report (MIR) or Membership Information Report Excel (MIRE). If the Local has not received the MIR or MIRE, the Local should call the Manager II, Membership Records, of the Dues and Membership Services Team at ONA to obtain one.
14. The Election Committee ensures there is the correct number of ballots for the Chartered Local Association/Bargaining Unit/Site.

Scrutineers

15. The Election Committee appoints two members of the Local per polling station to act as scrutineers (*By-Law V #11*).
16. A candidate cannot serve as a scrutineer (*By-Law V #11*). If a candidate is acclaimed then she/he can then serve as a scrutineer. If there are no scrutineers available, then the Election Committee may appoint two members who are not running for office in the election.

Voting Procedure

17. Each member must show her or his membership card or membership application receipt to a scrutineer prior to receiving her or his ballot to vote (*By-Law V #15*). The most recent Dues/Membership List should also indicate that this is a member with entitlements. If there is a question as to whether the member is entitled to vote, then the ballot should be segregated until a proper determination can be made (see section 34).
18. The scrutineer initials each ballot as it is given to the voter, and keeps a record of the number of ballots distributed.
19. The scrutineers count the ballots, compile a list specifying the number of votes for each candidate, and ensure that all votes and spoiled ballots are accounted for. In the event that multiple polling stations are being utilized, members may be allowed to vote at any polling station but all ballots must be segregated to ensure that only one vote is cast by each member.
20. Results shall not be tabulated until all poll(s) have closed (*By-Law V #9*).
21. The person with the most votes is deemed elected to the position.
22. Where distance prevents all persons from exercising their right to vote, a mail-in secret ballot vote may be conducted (*By-Law V #9*). As per ONA policy, 'Where distance prevents' means that a member works at a bargaining unit site, branch or location that is more than 80 kms (one way) from the location where the vote is to take place (see section 35).

All elections shall be held by secret ballot. The method of voting or balloting, which may include online voting (web and/or phone based), mail-in ballots or any other method which will preserve the secrecy of the balloting, will be determined from time to time by

the Local Election Committee. Should the Local Election Committee decide to utilize online voting, then the use of polling stations shall not be permitted for that election, and any references to scrutineers in this policy shall not be applicable, unless specified below in section 23. (By-Law V #19)

Communicating Election Results

23. The scrutineers shall count the votes (if applicable). The scrutineers shall compile a list specifying the number of votes received by each candidate and shall report the results to the candidates and to the Election Committee, whereupon the person with the greatest number of votes shall be deemed to be elected. (*By-Law V #12*)

A candidate must provide the Election Committee with a contact number. Local Election Policy is to identify the method of communication to the candidates.
24. In the event of a tie for a position within a bargaining unit, the Bargaining Unit President shall have an additional casting vote in addition to their initial vote. In the event of a tie for any local executive position (any position elected by the Chartered Local Association as opposed to an individual Bargaining Unit or Bargaining Unit site), the Local Coordinator shall have an additional casting vote in addition to their initial vote. (By-Law V #12)
25. Local Election Policy must stipulate timeline and method for communicating election results to general membership, including posting prominently in the relevant workplaces (*By-Law V #12*). Employers should be notified in writing of the names of the successful candidates following an election by the Chartered Local Association.
26. Any changes on the executive listing as a result of an election must be forwarded to the Dues and Membership Services Team by the Chartered Local Association using the Executive Booklet or the Executive Change Form.

Recounts

27. Any candidate may request a recount by telephone (followed up by written notice), facsimile, or e-mail to the Election Committee within forty-eight (48) hours of being informed of the vote results. In such instances, the votes shall be counted again by the scrutineer and the Election Committee (*By-Law V #13*).

Destroying of Ballots

28. If there has not been a request for a recount of the ballots, then all ballots must be destroyed not less than seven days after the election.

Complaints

29. Members should refer any election issues that arise to the Chair of the Local Election Committee. The Chair will also inform the Local Coordinator and the Regional Vice-President of the issue. If the issue cannot be resolved by the Election Committee, then members should contact the Regional Vice-President.

30. Any member who wishes to make a complaint that ONA's *Election Guidelines* have been breached must do so within seven (7) calendar days of the alleged violation in writing to the Local Election Committee. If the complaint is about the Election Committee, the member should contact the Regional Vice-President who may refer the matter to the Provincial President for resolution.
31. When a complaint has been received by the Election Committee at the Local, the Election Committee must:
 1. Notify the candidates that the Election Committee has received a complaint.
 2. The Election Committee will investigate the complaint.
 3. The Election Committee, in consultation with the Regional Vice-President, will review the complaint and the results of the investigation. The Regional Vice-President will consult with the Office of the President.
 4. If there is no violation, the election will continue.
 5. If it has been determined that a violation has occurred that would affect the outcome, the election will be declared null and void and a new election will be reheld from the point of violation.
 6. All candidates and the membership will be notified by the posting of a formal notice.

Permanent Vacancies

32. Local Executive

A. Following an election, if there is still a vacancy on the Local Executive, the Chartered Local Association Executive shall appoint, from among the members of the Chartered Local Association, a replacement for the term. If the vacancy is a Bargaining Unit President, Unit Representative or Committee Member, the appointment shall be from the appropriate Bargaining Unit (*By-Law IX #2*). In the case of vacancies immediately following an election, there is no requirement for expressions of interest to be posted.

B. Should a member of the Local Executive Committee (including a Bargaining Unit President) resign, die or otherwise cease to act, the Local Executive Committee shall appoint a replacement for the unexpired term from among members of the Chartered Local Association who have submitted an expression of interest. (*By-Law IX #1a*).

Locals will develop a Local Policy outlining the process for selection of interested candidates for the unexpired term. Such a policy will include the following steps to be taken:

- (i) To ascertain which members may be interested in such appointment(s), the Local Coordinator (or designate) will post a notice for a designated length of time (e.g. 7 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 and 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 this determination. Candidates for the vacant position will be provided an opportunity 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.
- (iv) Employers should 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 Chartered Local Association.

Bargaining Unit

A. Following an election, if there is still a vacancy for a unit or site representative or any committee member in the bargaining unit, the Bargaining Unit President shall appoint from among the members of the Bargaining Unit (as applicable), a replacement for the term. In the case of vacancies immediately following an election, there is no requirement for expressions of interest to be posted. Should the Bargaining Unit President decide to post an expression of interest, there is no requirement to select a member who submits an expression of interest if in the opinion of the Bargaining Unit President such member is not appropriate for the position.

B. In the event that a unit or site representative or any committee member in the bargaining unit 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 a designated length of time (e.g. 7 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).

In the event there is no Bargaining Unit President in place to make such appointments, please refer to Policy 23.3 – Assistance to Bargaining Units without a Bargaining Unit President.

Interim Vacancies

In the event that a member of the Local Executive (other than a Bargaining Unit President, Vice-President or Site Representative) is temporarily unable to fulfill her/his union accountabilities due to illness or other leave of absence, then the Local Coordinator may designate an interim replacement. The Local Coordinator may also designate her/his own interim replacement if necessary.

In the event that a unit or site representative or any committee member in the bargaining unit is temporarily unable to fulfill her/his union accountabilities due to illness or other leave of absence, then the Bargaining Unit President may designate an interim replacement. The Bargaining Unit President may also designate her/his own interim replacement if necessary.

33. Resignation prior to taking local/bargaining unit office/position

Should the candidate elected with the most votes resign or otherwise fail to assume their local or bargaining unit office/position prior to the commencement of their term, then the candidate who received the second highest number of votes will be awarded the position. If such resignation occurs after the commencement of the term then the office/position will be filled in accordance with #32 above.

34. Segregating Ballots

In the event there is a dispute about whether a member is entitled to vote, the member's ballot should be segregated in the manner detailed below.

1. After the ballot has been marked the member will place it in a Secret Ballot envelope and return to the scrutineers.
2. The envelope will be placed in a second envelope with the member's name on it and then deposited in the Ballot Box.
3. Upon completion of the balloting, the Ballot Box is sealed.
4. If it is determined by ONA that the member was properly entitled to vote then the second envelope will be opened and the secret ballot envelope returned to the ballot box for counting along with the other ballots.

35. Mail-in Ballots

Where mail-in ballots are allowed, the following procedure should take place.

1. The member must notify the Elections Committee that they wish to exercise their right to a mail-in ballot.
2. 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
3. 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.
4. The voters list will indicate which members have elected to vote by mail-in ballot, to prevent them from voting twice.

GUIDELINES FOR CANDIDATES

1. It is understood that candidates agree to abide by ONA's Local and Bargaining Unit Election Process outlined in this policy.
2. Candidates for office must be a person who has signed a membership application form and currently holds membership entitlements in accordance with article 3.01(c) of the Constitution.

Campaign Materials

3. Campaign materials and behavior must not violate the *Human Rights Code*. All such materials and behavior must be truthful, respectful, professional and in good taste.
4. Campaign materials must be posted at all Bargaining Units and Sites, where applicable, in a fair and equitable manner.
5. Where the collective agreement so requires, the consent of the employer must be obtained to post such campaign materials by the Chartered Local Association.
6. Campaign material is not allowed in the voting room.
7. The candidate must ensure the person(s) posting campaign materials must remove all campaign materials as per the Constitution.

Campaigning

8. Active campaigning (speaking engagements, distributing materials/pamphleting, posting materials on websites and or bulletin boards, social media posts (ie facebook, twitter, etc), sending group emails, hosting campaign events, etc.) may begin upon the close of nominations and must cease at midnight on the day prior to an election. Campaigning is not allowed to take place at the polling station. Note: This does not prohibit seeking support from members by or on behalf of a candidate prior to the close of nominations.
9. Candidates must stop canvassing at midnight on the day prior to an election, and campaigning is not allowed to take place at the polling station.
10. The candidates may only be at the polling station to cast their votes, and must not be present during the counting of the ballots.

Executive Support for Candidates

11. An Executive member of a Local (who is not on the Election Committee) may publicly support the candidate of her or his choice.

GLOSSARY OF TERMS

Candidate – A member with entitlements who has allowed her/his name to stand for an elected position and is awaiting the outcome of the vote.

Election Committee – Appointed by the Chartered Local Executive to hold the Chartered Local Elections.

Local Executive Committee – An Executive Committee administers the affairs of the Chartered Local Association (*By-Law II – #1*).

Member – A person who has signed a membership application form and currently holds membership entitlements in accordance with article 3.01(c) of the Constitution.

Polling Station – A place where members of the Chartered Local Association cast their vote in a Local election, as determined by the Election Committee.

Posted in Relevant Workplaces – Locals to have policy that clearly describes the locations and the methods of posting notices in the workplace.

Scrutineer – The word scrutineer refers to a member with entitlements of the Chartered Local Association who has agreed to distribute ballots for the purpose of voting at a Local election and who will also count the ballots once voting has ceased. The scrutineers will also communicate who the successful candidates are in the election.

Unit Representatives – An appropriate number of Unit Representatives are elected by and from the members of the Bargaining Unit to represent members in specific areas or functions of their employer's establishment (*By-Law VIII*).

SAMPLE BALLOT

DATE _____

LOCAL/BARGAINING UNIT _____ ELECTION BALLOT

LOCAL COORDINATOR

VICE-COORDINATOR (applies to Single Bargaining Unit Locals only)

SECRETARY

TREASURER

BARGAINING UNIT PRESIDENT

**ADD ANY ADDITIONAL LOCAL/BARGAINING UNIT REPRESENTATIVES,
DEPENDING ON LOCAL/BARGAINING UNIT STRUCTURE**

INITIALS

The scrutineer must initial each ballot. There will be one ballot per person. No voting by proxy.

SAMPLE OF SCRUTINEER TALLY SHEET

TOTAL NUMBER OF BALLOTS DISTRIBUTED _____

TOTAL NUMBER OF VOTES CAST _____

TOTAL NUMBER OF BALLOTS SPOILED _____

NAME OF CANDIDATE (S) _____

TOTAL NUMBER OF YES VOTES _____

NAME OF SUCCESSFUL CANDIDATE _____

SIGNATURE OF SCRUTINEER _____

SAMPLE CALL FOR NOMINATIONS

Instructions to Members of Local _____ or Bargaining Unit _____

Date _____

NOMINATIONS OF CANDIDATES FOR ELECTION

1. The Election Committee have nomination forms for the following positions:

_____ (List the positions) _____

Should you be interested in running for one of the above positions please contact _____ (insert name) _____ at _____.

2. Nomination Forms must be FULLY completed and RECEIVED by the Election Team _____ (insert name) _____ no later than _____.

3. A Ticket of Nominations with resumes of the candidates will be sent to members by _____, or a ticket of nominations with resumes of the candidates will be posted on the _____ by _____.

Date of Election _____

Time of Election _____

Place of Election _____

SAMPLE NOMINATION FORM

ONTARIO NURSES' ASSOCIATION NOMINATION FORM FOR LOCALS AND BARGAINING UNITS

POSITION BEING NOMINATED FOR: _____

IMPORTANT: Please print all information except when signing

NAME OF CANDIDATE: Please circle: MS. MRS. MISS. MR.

Surname Given Names

Local # _____ Address _____

Phone No. Home: () _____ Bus. () _____

ONa Identification Number _____ (as found on your Membership Card)

NOMINATORS

(1)

Surname Given Names Signature Local # _____
ONa ID# _____

(2)

Surname Given Names Signature Local # _____
ONa ID # _____

CONSENT OF CANDIDATE

I, the undersigned, am a member with entitlements of the Ontario Nurses' Association and consent to allow my name to stand for election FOR THE POSITION IDENTIFIED ABOVE and to FULFILL MY ACCOUNTABILITIES if so elected.

DATE _____

Signature

SAMPLE EXPRESSION OF INTEREST FORM

Ontario Nurses' Association (ONA) Expression of Interest Form

Position or Committee: _____

Name: _____

Address: _____

Postal Code _____ Phone _____

E-mail address _____

Unit _____

ONA Membership # _____

1. Briefly explain why you wish to be a **insert name of position or committee:**

2. Please indicate any of your experiences, education and interests that would make you an effective **insert name of position or committee:**

Deadline for submission: insert date

Submit completed applications to insert name at insert location .

Please confirm receipt of this application by calling insert

Action Plan

Local and/or Bargaining Unit Election Process

Note: The Local Coordinator/Local Election Committee/Bargaining Unit Election Committee (as appropriate) should ensure that the following steps in the election process are followed in each Bargaining Unit:

What	Who is responsible	When will get done
1. A) Elect a Local Election Committee of 3 or more members. B) Appoint Bargaining Unit Committee(s) if allowed by Local policy	Local Executive Team/BU Leadership Team	
2. Post the names of Election Committee in all BU or BU sites along with information on where members can access Guide to Elections, Role of Committee, How to file a Complaint, Local Election Policies.		
3. Determine the positions that are up for election. (Jan. 1 to Dec. 31 of following year)		
4. Determine the date, time, and place for elections.		
5. Prepare notice of election including date, time, place(s), positions, details of process.		
6. Post notice – Call for Nominations- in all relevant workplaces.		45 days prior to date of election
7. Have nomination forms available		
8. Receive nomination forms		20 days prior to elections
9. Notify the Local Coordinator if there are any positions where a nomination form has yet to be received		One week prior to close of nominations
10. Review all nomination forms in accordance with the Election Process #8 (re: Bonafide status, etc)		Upon receipt of form
11. Ensure polling stations in each BU and/or site are set up.		Upon close of nominations
12. Prepare Ticket of Nominations – all positions, all candidates.		

What	Who is responsible	When will get done
13. Post Ticket of Nominations		Minimum of 10 days before elections
14. Obtain current MIR from Manager II, Membership and Dues		
15. Make necessary arrangements for polling stations (secure sites)		
16. Prepare Ballots		
17. Appoint scrutineers (2 per polling station)		
18. Check certified list of members entitled to vote for membership entitlement.		
19. Check membership cards at polling stations.		
20. Initial ballots.		
21. Count Votes		
22. Compile list of candidates and votes.		
23. Post lists in all BU and/or sites.		
24. Recount votes if required		Within 48 hours
25. Destroy ballots		Not less than 7 days after election
26. Communicate results to candidates.		
27. Communicate results to membership.		
28. Communicate results in writing to employer.		
29. Forward changes in leadership to Manager II, Dues and Membership.		
30. Appoint to fill vacancies		

Template for Developing Local Election Policies

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.

Local Election Policies must address the following areas:

Local Election Committee

Each Chartered Local Association **shall elect** a Local Election Committee of **XX** members. **(please list how many members for your specific local - note must be three or more members)** (*By-Law V #4*).

The local **(needs a policy if delegates duties to a Bargaining unit Election committee)** will appoint a Bargaining Unit Election Committee(s) from the membership of the **(please list applicable Bargaining Unit(s) to whom it may delegate responsibility for developing and/or enforcing guidelines for the applicable Bargaining Unit)** (*By-Law V #4*).

The local must have a policy when having elections for certain positions on alternate years, listing the positions and bargaining units.

A Local may choose to hold elections for the office of Local Coordinator and half the Bargaining Unit Presidents in alternate years to the elections of Treasurer, Secretary and the other half of the Bargaining Units (*By-Law V – #14*).

Nominations

The call for nominations for all positions to be elected takes place at least 45 days prior to an election and must be posted. **Local policy should clearly describe the locations and methods for the posting of such notices (describe the locations (relevant workplaces: BU and applicable sites) and methods for the posting of such notices and may include the ONA Bulletin Board, e-mail and local website.)** This notice must include the date, time and place of the election, the positions being contested and the details of the nomination process. Note the notice could indicate the geographic location(s) of the election with logistical details to follow ie actual rooms. This notice must also indicate who on the Election Team the nomination forms must be sent to, the date and time by which all nominations must be received.

Scrutineers

The Election Committee appoints two members of the Local per polling station to act as scrutineers (*By-Law V #11*). **(Note: some locals may have policy that addresses payment to these members is an allowable expense).**

Voting Procedure

(If distance is an issue must have a local policy).

Where a member works at a bargaining unit site, branch or location that is more than 80 kms (one way) from the location where the vote is to take place, a mail-in secret ballot vote may be conducted (*By-Law V #9*). See below steps for mail in ballots.

Mail-in Ballots -if required

Where mail-in ballots are allowed, the following procedure should take place and be included in the Locals Election Policies

1. The member must notify the Elections Committee that they wish to exercise their right to a mail-in ballot.
2. If it is determined that the member qualifies then they will be provided with the following package;
 - a blank ballot on which the member indicates 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
3. 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.

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 #12*). A candidate must provide the Election Committee with a contact number. **Local Election Policy is to identify the method of communication to the candidates.**

Local Election Policy must stipulate timeline and method for communicating election results to general membership, including posting prominently in the relevant workplaces (*By-Law V #12*). Employers should be notified in writing of the names of the successful candidates following an election by the Chartered Local Association.

Permanent Vacancies

Locals will develop a Local Policy outlining the process for selection of interested candidates for the unexpired term. Such a policy will include the following steps to be taken:

- (i) To ascertain which members may be interested in such appointment(s), the Local Coordinator (or designate) will post a notice for **a designated length of time (e.g. 7 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 and 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 this determination. Candidates for the vacant position will be provided an opportunity 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.
- (iv) Employers should 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 Chartered Local Association.

EXEMPLE D'APPEL DE MISES EN CANDIDATURE

Directives pour les membres de la section locale _____ ou de l'unité de négociation _____

Date :

PRÉSENTATION DES CANDIDATES ET CANDIDATS AUX ÉLECTIONS

1. Le Comité électoral a des formulaires de mise en candidature aux postes suivants :

_____ (indiquez les postes) _____

Si vous voulez poser votre candidature à l'un des postes ci-dessus, veuillez entrer en contact avec _____ (insérez le nom) _____ au _____.

2. Les formulaires de mise en candidature doivent être COMPLÈTEMENT remplis et REÇUS par l'équipe électoral _____ (insérez le nom) _____ au plus tard le _____.

3. Une liste de mise en candidature avec *curriculum vitae* des candidates et candidats sera envoyée aux membres par _____, ou une liste de mises en candidature avec *curriculum vitae* des candidates et candidats sera affichée dans _____ avant le _____.

Date des élections _____

Heure des élections _____

Lieu des élections _____

