

OSSTF/FEESO DISTRICT 25

# Election of Unit Officers

## Voting for the Teachers' Bargaining Unit: Policies and Procedures

***Whereas an open, democratic process of elections is a fundamental principle of the OSSTF, all policies and procedures in the election of Bargaining Unit Officers must demonstrate fairness, equity, integrity, and transparency.***

**All potential candidates and all leaders within the bargaining unit should familiarize themselves with the following document.**

Amended 2017

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## **General**

1. The District 25 election of Teachers' Bargaining Unit officers will be conducted via a paper ballot at the Annual General Meeting (AGM). Voting by proxy is not permitted.
2. The District 25 TBU Election Officer and 3 Elections Tribunal volunteers will be selected from the membership. Selected members shall not be candidates for any office, nor may these officials take any position of support for any candidates. Advertising for this position shall be done in early March.
3. At the April Executive meeting preceding the AGM, as per By-Law 1.1.11, the Executive shall select a person to act as Election Officer and a person to act as Returning Officer. The Elections Tribunal shall also be selected at this time.
4. As per By-Law 11.11, the Returning Officer may not be a candidate for any office, nor may this official take any position of support for any candidate. Preference for this position will be given to the Unit's Provincial Secretariat Liaison or designate.
5. The Election Officer will be responsible for all aspects of the election, with the exception of the counting of the ballots. Decisions made by the Election Officer can be appealed to the Tribunal.

6. The Returning Officer will be responsible for counting the ballots and ensuring the validity of the ballots.

## **Nominations**

7. As per By-Law 11.5, notice of Unit elections shall be sent to all members at least four (4) weeks prior to the AGM. In this notice, nominations shall be solicited.
8. As per By-Law 11.6, the closure of nominations for the Election will be at 4:00 pm, Two (2) weeks prior to the AGM.
9. A nomination form must be completed by each candidate and submitted to the District 25 Election Officer by the closure of nominations.
10. The closure of the nominations marks the commencement of the official campaign period. Members will be notified of the nominees at least seven (7) days before the AGM.
11. A Campaign Literature Package must be completed by each candidate and submitted to the District 25 Election Officer by 4 pm nine (9) days prior to the AGM.
12. As per By-Law 11.2.2, a candidate may be nominated for more than one office.
13. As per By-Law 11.7, for a nomination to be valid, candidates must have their nomination form signed by five (5) active members of the Unit.
14. If there is only one candidate running for an office, that candidate will be declared elected by acclamation.

## Campaigning

15. A Campaign Literature Package (CLP) will be comprised of only one double-sided 8.5 by 11 page on which to put any proprietary campaign information including candidate endorsements and/or links. The CLP will be assembled by the candidate and distributed by the Election Officer and/or designate and posted on the District 25 website. No other campaign media of any kind will be posted or distributed by the Election Officer.
16. The CLP will be posted on the District 25 web site; electronic copies will be sent to each site and must be distributed by the Branch President or designate and up to 20 hard copies will be distributed to each school/work site. The Branch President or designate must post the CLP for each candidate in a single, prominent location in the school/work site (usually the OSSTF/FEESO bulletin board).
17. Any other campaign material of any form and the distribution thereof is the sole responsibility of the candidate.
18. No campaign visits in work sites will occur during the campaign period. Two (2) All Candidates Meetings will be organized by the TBU as needed.
19. As per By-Law 11.8, all candidates shall be given an opportunity to address the Annual General Meeting-for five (5) minutes in the case of President, Professional Services Officer, Chief Negotiator, and Membership Services Officer and for three (3) minutes in the case of candidates for all other offices.
20. As per By-Law 11.9, following the speeches, the Election Officer shall allow a question and answer session before the election of all Time Release Officers. Each candidate shall have a maximum of two minutes for responses.

## **Ballots**

21. Balloting shall be by secret ballot unless there is only one nominee, in which case the nominee shall be acclaimed.
22. There will be a single ballot provided to each eligible teacher-voter and initialized by the polling station supervisor.
23. The ballot will be given to the teacher-voter at the polling station where it may be marked and then deposited in the ballot box.

## **Polling Station Procedures**

24. The polling station shall be easily accessible and afford privacy for voting. Members requiring special accommodations should contact the Election Officer in advance, with as much notice as possible.
25. Each polling station shall be supervised at all times by OSSTF/FEESO members who are not candidates.
26. Each polling station shall be provided with a ballot box, which will be verified as empty and closed by the returning officer prior to voting.
27. Each polling station shall be provided with a voters' list. This list will originate from the District 25 office.
28. Each polling station will be provided with sufficient ballots for teacher-voters. Unused ballots will be collected by the Returning Officer.
29. If a teacher-voter inadvertently spoils their ballot, said spoiled ballot will be marked as VOID and deposited along with all other ballots into the ballot box. A new ballot will be provided to replace the spoiled ballot.

30. The ballot shall be folded and then placed in the ballot box by the voter.
31. Immediately after the close of the polling station, the ballot boxes must be delivered to the Returning Officer.

### **Ballot Validation and Counting**

32. Each candidate may have one scrutineer who is a member of the Unit.
33. The ballot box will be opened in the presence of the Returning Officer and validated.
34. Validation will include a reconciliation of ballots and voters' list numbers.
35. Should there be any discrepancy, the Returning Officer shall be informed immediately. It will be his/her responsibility to decide whether the discrepancy is large enough to invalidate all ballots.
36. The counting of ballots will begin, in the presence of scrutineers and under the supervision of the Returning Officer, when all the ballot boxes have been validated.
37. After all ballots have been counted twice, a recount will occur if any result is within 1% of the total votes cast.
38. As per bylaw 11.2, for election, a candidate must receive a majority (more than half) of the votes cast.

### **Election Results**

39. After the counting of all ballots is complete, the Returning Officer shall announce the results of the vote to the AGM. Actual numerical results will be revealed, including all spoiled ballots.

40. The names of the new Executive-elect will be posted on the District 25 website after the election.

### **Destruction of Ballots**

41. All ballots will be destroyed by the Returning Officer, as per a standing motion once carried by members in attendance at the AGM.