

# ONA LOCAL 81 POLICIES: ELECTION

Reviewed Jan 17, 2023

Local 81 is a multi bargaining unit. As such, elections for executives will be determined as follows;

1. The BUP and BU reps are elected by and from the membership of the BU on the basis of one vote per member.

The Bargaining unit president and Bargaining unit reps elections shall be held every three years. Call for nominations are posted on the 2<sup>nd</sup> Tuesday of September. The BU will elect an election committee from among its members who have expressed interest in these positions. If you are unable to elect a committee the BUP fulfill the responsibilities in consultation with the Local Coordinator. Nominations forms for the BUP and BU reps should be submitted to the nomination committee 20 days before the election date.

2. 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

3. Each Bargaining Unit may establish such other committees as its members consider necessary. 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. If the membership of a

particular committee is stipulated in the Collective Agreement then that position will not be elected by membership but will be appointed in accordance with the Collective Agreement. In those cases where committee positions remain unfilled, the Bargaining Unit President may appoint members to fill the vacancies from the appropriate Bargaining Unit. Elections and appointments to the committees shall be for a period of three (3) years except for the negotiations committee in respect of which elections/appointments will be for the term required to complete a round of negotiations.

4. Local Coordinator, Secretary and Treasurer are elected by and from the membership of the Chartered Local Association on the basis of one vote per member. Elections for these positions shall take place every third year. Call for nominations are posted on the 2<sup>nd</sup> Tuesday of September. Nomination forms for these positions must be submitted to the designate of the Election Committee 20 days prior to the election. If no election committee is available, the forms shall be submitted to the person designated by the Local executive, provided that person is not running for a position.

MEMBERS WHO WORK IN MORE THAN ONE BU WITHIN THE LOCAL SHALL BE ENTITLED TO ONE VOTE FOR ANY LOCAL EXECUTIVE POSITION.

5. If there is more than 1 ticket of nomination for a position the ticket shall be posted 10 days before the election day.
6. First Vice Coordinator is elected by the Local Executive Committee from among the elected BUP's. If none of the elected BUP's are able or willing to stand for the position, then the First Vice will be elected from among the other executive members.

## LOCAL ELECTION COMMITTEE

1. Each Chartered Local Association shall elect a local election committee comprised of three or more members of the association. If no members come forward to sit on the committee, members may be appointed by the local executive based on expression of interest forms. If no committee is formed, the executive will appoint a designate to accept the ticket of nominations forms, as long as the designate is not running for an elected position.
2. The Election committee in conjunction with the local Executive will set the time, date and place for elections at the local level. BU elections date, time and place will be determined at the BU level by each individual BU election team.
3. No committee member may publicly support a candidate.

## NOMINATIONS

1. Call for nominations for all positions to be elected at the Local/BU level will take place 45 days prior to election. They must be posted in all relevant workplaces. This notice must include the date, time ( **business time example 16:30hrs**) and place of the election, the positions being contested and the details of the nomination process.
2. Nomination forms are available from the election committee members and must contain 2 members' signatures. A candidate cannot self nominate. All members must have entitlements.
3. The LC will be notified if any positions do not have a nominee.
4. The TICKET OF NOMINATIONS listing all positions shall be prepared by the Election Committee and circulated to the BUP's for posting in each workplace. If there is no election committee in place, the designate will prepare and submit. This ticket must be posted ten days prior to the election date. At each individual bargaining unit, this ticket of nomination will be posted where members receive information from the bargaining unit, which may include the ONA Bulletin Board, email and online sources.

5. If at the close of nominations, there is only one candidate, that person will be acclaimed for the position.
6. For the Ticket of Nominations and for any other election purposes, the candidates will be listed in alphabetical order by last name, by office.

## VOTING PROCEDURES

1. Each BU will have polling station(s) as determined by the BU Executive for the date of the election
2. The Northwestern Health Unit Bargaining Units may hold the elections for their BUP's at a General Membership Meeting of the election year. The time lines of the ONA Constitution by-law VI will be followed.
3. There shall be two members appointed as scrutineers by the BUP at each polling station. A candidate shall not be appointed as a scrutineer. If a candidate is acclaimed then they can then serve as a scrutineer. Because local 081 is supplementally funded, scrutineers will not receive financial compensation at the local level. If BU's wish to compensate scrutineers this will be at their discretion. The scrutineers shall count the votes and compile a list specifying the number of votes received by each candidate and shall report the results of the Local Executive to the Local Secretary and the BUP to the BU secretary, whereupon the person with the greatest number of votes shall be deemed to be elected. Any candidate may request a recount by facsimile, e-mail or telephone followed by a written notice to the Local or BU Secretary, as applicable, within forty-eight (48) hours as stated in the constitution. Ballots must be kept for 7 days.
4. All members voting must be bonafide and have entitlements. A Current Membership Information Report will be available at the polling station to verify entitlements, without entitlements and /or missing current contact information. This list should be requested well in advance of the election so that the Local can identify any members.
5. Where distance prevents all persons from exercising their right to vote a mail in secret ballot vote may be conducted as per ONA policy, "where distance prevents" means that a member works at a BU site, branch or

location that is more 80 kms, 1 way from the location of where the vote it to take place.

### **Mail-in Ballots**

1. Where mail-in ballots are allowed, the following procedure should take place.
2. The member must notify the Elections Committee that they wish to exercise their right to a mail-in ballot.
3. 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 indicating the date by which the ballot must be returned
4. 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.
5. The voters list will indicate which members have elected to vote by mail-in ballot, to prevent them from voting twice.

### **Communicating Election Results**

1. 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)

2. The Election results will be communicated by the Election Committee to the candidates within 24 hr. Results will be communicated via phone, text or email.
3. The Election Results will be communicated to the general membership within 48 hrs. Results of the election will be communicated to the general membership which may include the ONA Bulletin Board, email and online sources.
4. The Constitution places limitations on how many Local Executive Offices a member can hold. There is, however, no limitations on how many Local Executive Offices for which a member can run within the same local. Should a member be acclaimed and/or elected for more Local Executive Offices then they are permitted to hold, such member shall select which position(s) they are accepting within 48 hours of being notified of the election results. Failure to select the position(s) within this time period will result in the determination being made by the current Local Executive

## **Vacancies**

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 (up to the commencement of the new term), there is no requirement for expressions of interest to be posted (unless the Local Executive chooses to post).

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).

## **Complaints**

For any complaints regarding any violations during the election process refer to the Local and Bargaining Unit Election Policy (central).