

**ONTARIO NURSES' ASSOCIATION**

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# **Local and Bargaining Unit Election Policy**

**Approved June 2020 Board of Directors Meeting**



The Ontario Nurses' Association (ONA) is the union representing 68,000 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.

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## 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.

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.

Finally, included with this policy is information on how ONA is structured at the Local level which may assist you in planning your elections.

If you are having any issues or concerns with the running of a Local and/or Bargaining Unit election, please speak with your Regional Vice-President who will be able to provide advice and assistance as necessary.

## 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, they shall **immediately** resign from the Election Committee and the Local Executive shall appoint a replacement for the unexpired term.

**Locals should elect/appoint alternate Election Committee members in advance in case they are required due to resignations in accordance with the above paragraph.**

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.

4. 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 (e.g. a hospital and LHIN in the same geographic area).

**Should the Local Election Committee decide to utilize electronic voting, then the voting shall be for a period of time determined by the Local Election Committee. This voting period shall not be more than seven (7) calendar days.**

5. 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 i.e. 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. **It is recommended that the time indicated for submitting the nominations should be during normal business hours (i.e. 1700 hrs).**

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.

**Nomination forms should also include an acknowledgement from the candidate that they have read and agree to abide by the Guidelines for Candidates contained in the ONA Local and Bargaining Unit Election Policy. A sample nomination form is contained at appendix 1 and 1A (French version) of this policy.**

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. **For the Ticket of Nominations and for any other election purposes, the candidates will be listed in alphabetical order by last name, by office.**

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. **Should a member be acclaimed and/or elected for more Local Executive Offices than 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.**

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 Excel (MIRE). If the Local has not received the MIRE, the Local should call the Manager Membership Records, of the Dues and Membership Services Team at ONA to obtain one. **This list should be requested well in advance of the election so that the Local can identify any members without entitlements and/or missing current contact information.** The Local Coordinator should be copied on all requests from the Election Committee for membership reports.

If applicable, the Election Committee should also request a **Local MIRE** which indicates the members who work in more than one bargaining unit in the Local **and which bargaining units they hold entitlements in.**

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 they 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 (physical card or card on ONA App) or membership application receipt to a scrutineer prior to receiving their ballot to vote (*By-Law V #15*). The most recent Dues/Membership List should also indicate that this is a member with entitlements. **Note anyone eligible for membership can sign a membership application at the polling station and be allowed to vote (even if they have previously signed an application form).**

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*). **Please see Appendix 9 re Guidelines for Locals considering Electronic Voting.**

### **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 (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).**
- 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 they 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 (up to the commencement of the new term), 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 their 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 their 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 their 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 **indicating the date by which the ballot must be returned**
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 (i.e. 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. Locals are encouraged to develop a policy regarding the sharing of campaign materials in a fair and equitable manner.
10. 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.
11. 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

12. An Executive member of a Local (who is not on the Election Committee) may publicly support the candidate of her or his choice **unless restricted by Local policy**.

**APPENDIX 1**  
**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** \_\_\_\_\_

# APPENDICE 1A

## 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** \_\_\_\_\_

**APPENDIX 2**

**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. I have read and agree to abide by the Guidelines for Candidates contained in the ONA Local and Bargaining Unit Election Policy.**

DATE \_\_\_\_\_

\_\_\_\_\_  
Signature



**APPENDIX 3**

**SAMPLE BALLOT**

DATE \_\_\_\_\_

LOCAL/BARGAINING UNIT \_\_\_\_\_ ELECTION BALLOT

**LOCAL COORDINATOR**

Candidate Name (Alphabetical by last name)

Candidate Name

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

Candidate Name (Alphabetical by last name)

Candidate Name

**SECRETARY**

Candidate Name (Alphabetical by last name)

Candidate Name

**TREASURER**

Candidate Name (Alphabetical by last name)

Candidate Name

**BARGAINING UNIT PRESIDENT**

Candidate Name (Alphabetical by last name)

Candidate Name

**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.

## APPENDICE 3A

### EXEMPLE DE BULLETIN DE VOTE

DATE \_\_\_\_\_

UNITÉ LOCALE/NÉGOCIATION \_\_\_\_\_ BULLETIN DE VOTE

**COORDONNATEUR LOCAL**

Nom du candidat (Alphabetical par nom de famille)

Nom du candidat

**VICE-COORDONNATRICE (s'applique uniquement aux sections locales de l'Unité de négociation unique)**

Nom du candidat (Alphabetical par nom de famille)

Nom du candidat

**SECRÉTAIRE**

Nom du candidat (Alphabetical par nom de famille)

Nom du candidat

**TRÉSORIER**

Nom du candidat (Alphabetical par nom de famille)

Nom du candidat

**PRÉSIDENT DE L'UNITÉ DE NÉGOCIATION**

Nom du candidat (Alphabetical par nom de famille)

Nom du candidat

**AJOUTER D'AUTRES REPRÉSENTANTS D'UNITÉ LOCALE/NÉGOCIATION,  
SELON LA STRUCTURE DE L'UNITÉ LOCALE/NÉGOCIATION**

**INITIALES**

Le scrutateur doit acqu'initialiser chaque bulletin de vote. Il y aura un bulletin de vote par personne. Pas de vote par procuration.

## APPENDIX 4

### 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 \_\_\_\_\_

**APPENDICE 4A**

**EXEMPLE DE TALLY SCRUTINEER**

NOMBRE TOTAL DE BILLETS DISTRIBUES \_\_\_\_\_

NOMBRE TOTAL DE VOTES ÉMIS \_\_\_\_\_

NOMBRE TOTAL DE BULLETINS ABANDONNÉS \_\_\_\_\_

NOM DU CANDIDAT (S) \_\_\_\_\_

NOMBRE TOTAL DE VOTES OUI \_\_\_\_\_

NOM DU CANDIDAT SUCCÈS \_\_\_\_\_

SIGNATURE DU SCRUTINATEUR \_\_\_\_\_

**APPENDIX 5**  
**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

## APPENDICE 5A

### EXEMPLE DE FORMULAIRE D'EXPRESSION D'INTÉRÊT

Association des infirmières et infirmiers de l'Ontario (AIO)  
Formulaire d'expression d'intérêt

Poste ou comité : \_\_\_\_\_

Nom : \_\_\_\_\_

Adresse : \_\_\_\_\_

\_\_\_\_\_

Code postal \_\_\_\_\_ Téléphone \_\_\_\_\_

Adresse de courriel

Unité \_\_\_\_\_

N° de membre de l'AIO \_\_\_\_\_

---

1. Veuillez expliquer brièvement pourquoi vous voulez être **insérez le nom du poste ou du comité** :

2. Veuillez indiquer ce qui dans vos expériences, votre éducation et vos intérêts ferait de vous une/un **insérez le nom du poste ou du comité** efficace :

Date limite pour la remise du formulaire : **insérez la date**

Remettez le formulaire de demande à **insérez le nom** à **insérez le lieu**.

Veuillez confirmer avoir reçu ce formulaire de demande en composant le **insér**

## APPENDIX 6

### 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/Bargaining Unit 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 <b>third</b> 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 elections
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: Entitlement status, etc.)		Upon receipt of form
11. Ensure polling stations for each BU and/or site are set up		Upon close of nominations

What	Who is responsible	When will get done
12. Prepare Ticket of Nominations – all positions, all candidates		
13. Post Ticket of Nominations		Minimum of 10 days before elections
14. Obtain current MIRE from Dues and Membership Services Team, Manager, Membership Records		Minimum 5 business days before election
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 Vote		
22. Compile list of candidates and votes		
23. Post lists in all bargaining units 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 Dues and Membership Team		ASAP
30. Appoint to fill vacancies		

## APPENDICE 6A

### PLAN

## PROCESSUS ÉLECTORAL LOCAL ET/OU D'UNITÉ DE NÉGOCIATION

**Remarque : Le coordonnateur local, le comité électoral local/comité électoral de négociation (le cas échéant) devrait s'assurer que les étapes suivantes du processus électoral sont suivies dans chaque unité de négociation :**

Quel	Qui est responsable	Quand sera fait
1. A) Éliez un comité électoral local de 3 membres ou plus B) Nommer le Comité de l'unité de négociation si la politique locale l'autorise	Équipe de direction locale/équipe de direction de l'unité de négociation	
2. Afficher les noms du comité électoral dans tous les sites BU ou BU ainsi que des informations sur l'endroit où les membres peuvent accéder Guide to Elections, Rôle du Comité, Comment déposer une plainte, Politiques électorales locales		
3. <b>Déterminer les postes à élire durant la troisième année du terme du 1er janvier au 31 décembre.</b>		
4. Déterminer la date, l'heure et le lieu des élections		
5. Préparer l'avis d'élection, y compris la date, l'heure, le lieu, les positions, les détails du processus		
6. Avis de poste - Appel de candidatures - dans tous les lieux de travail pertinents		45 jours avant la date des élections
7. Avoir des formulaires de candidature disponibles		
8. Recevoir les formulaires de mise en candidature		20 jours avant les élections
9. Informez le coordonnateur local s'il y a des postes où un formulaire de mise en candidature n'a pas encore été reçu		Une semaine avant la clôture des mises en candidature
10. Examiner tous les formulaires de mise en candidature conformément au processus électoral #8 (re : statut bonafide, etc.)		Sur réception du formulaire

Quel	Qui est responsable	Quand sera fait
11. Veiller à ce que les bureaux de vote de chaque BU et/ou site soient mis en place		À la clôture des candidatures
12. Préparer le ticket de candidature - tous les postes, tous les candidats		
13. Billet de poste des candidatures		Minimum de 10 jours avant les élections
14. Obtenir le MIR actuel de Manager II, Membership and Dues		
15. Prendre les dispositions nécessaires pour les bureaux de vote (sites sécurisés)		
16. Préparer les bulletins de vote		
17. Nommer des scrutateurs (2 par bureau de vote)		
18. Vérifier la liste certifiée des membres habilités à voter pour le droit à l'adhésion		
19. Vérifier les cartes d'adhésion dans les bureaux de vote		
20. Les premiers bulletins de vote		
21. Compter le vote		
22. Compiler la liste des candidats et des votes		
23. Afficher des listes dans toutes les unités de négociation et/ou tous les sites		
24. Recompter les votes si nécessaire		Dans les 48 heures
25. Détruire les bulletins de vote		Pas moins de 7 jours après l'élection
26. Communiquer les résultats aux candidats		
27. Communiquer les résultats à l'adhésion		
28. Communiquer les résultats par écrit à l'employeur		
29. Changements de leadership au poste de gestionnaire II, de cotisations et d'adhésion		
30. Nomination pour pourvoir les postes vacants		

## APPENDIX 7

### 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 **XXX** 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. In this scenario there would be Local elections held in two out of every three years.**

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. **In the event of a change in Local policy regarding the implementation or revocation of an alternate year election policy, the terms of the affected positions may be for one (1) year.** (*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 i.e. 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 **indicating the date by which the ballot must be returned**
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.

## APPENDIX 8

### LOCAL STRUCTURE

#### A. 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.*

## **B. 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**

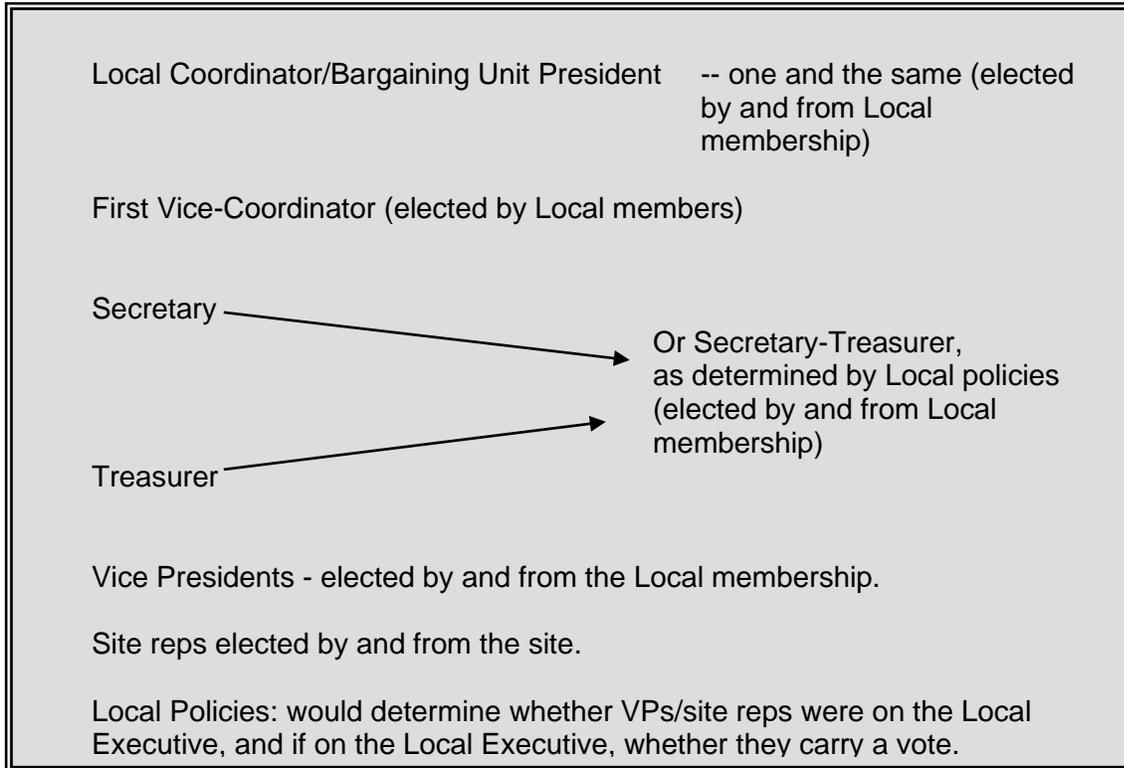
1. *...In Single Bargaining Unit Locals the person elected as Local Coordinator of the Chartered Local Association shall also serve as Bargaining Unit President....*

**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:



## C. 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***

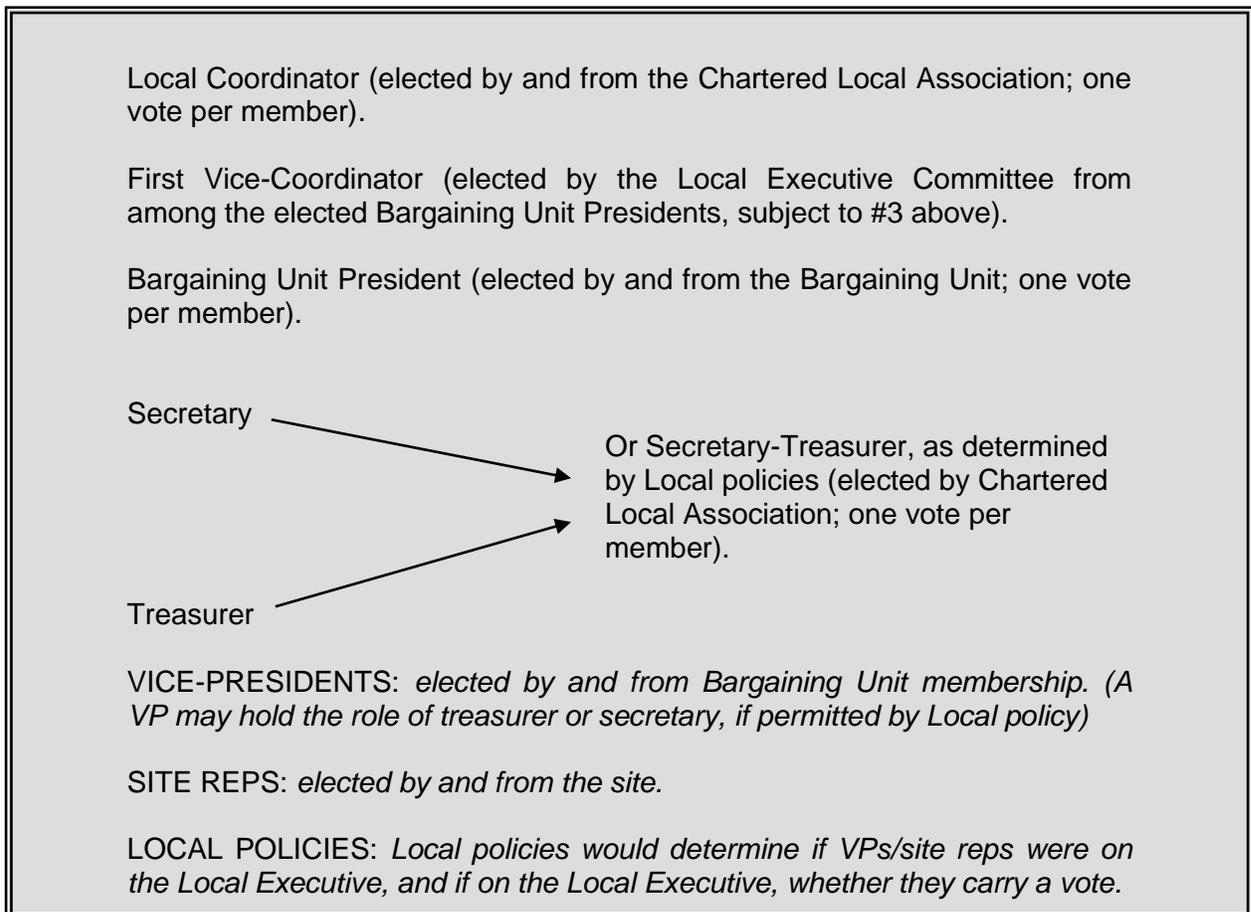
- 1. In Multi-Bargaining Unit Locals the person elected by each Bargaining Unit of the Chartered Local Association shall serve as Bargaining Unit President. This person may also serve as the Local Coordinator if elected by the membership of the Chartered Local Association. ...*
- 2. In Multi-Bargaining 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:



## D. 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.

Executive Committee members are elected for a **three-year** term of office commencing January 1 **of the calendar year following the election** and expiring December 31 of the **third calendar year following the election**.

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*). **In this scenario there would be Local elections held in two out of every three years.**

**In the event of a change in Local policy regarding the implementation or revocation of an alternate year election policy, the terms of the affected positions may be for one (1) year. (*By-Law V – #14*).**

**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 (pages 19 and 20).

## APPENDIX 9

### GUIDE FOR LOCALS CONSIDERING ELECTRONIC VOTING

#### Overview of Electronic Voting

Electronic voting is -defined as the use of internet and/or phone based technology via an electronic voting service provider as a supplement to, or replacement for the traditional paper ballot and ballot box. Web-based voting is the most popular type of electronic voting and is also the most cost effective. This is the recommended method to use if you are considering the use of electronic voting for your Local.

The details outlined in this guide are based on the services and support provided by ONA's recommended online voting company – Simply Voting.

#### Benefits of Electronic Voting

- Electronic voting can increase efficiency of your voting process by eliminating the need to setup polling stations and since the votes cast are tabulated in real time, the results of the election are available immediately after your pre-determined end date and time.
- There is no need to count ballots, nor any risk of spoiled ballots or anyone voting more than once for the same candidate.
- Once a ballot has been cast, the voter (also known as the elector) is prevented from voting for the same candidate again even if you decide to utilize a combination of web-based and telephone voting.

#### Cost of Electronic Voting

There are a number of election options that affect the overall cost as follows:

**Self-Managed Election:** The lowest cost option is a self-managed, web-only election. The self-managed option allows for the designated Local individual or individuals (recommended no more than two) to log in to their election management system, upload the list of voters and set the start and end dates of the election. To run an election of this type for 1,000 voters would cost approximately \$675.00 plus applicable taxes. (See below re additional mailing costs.)

**Managed Election:** Managed elections involve an assigned election manager at the service provider to assist with the creation and ongoing support of the election from start to finish. The estimated cost for a managed election of 1,000 voters would start at around \$1000.00 per election, but will vary depending on the amount of support required. It is recommended that Locals new to online elections or Locals with very large and complicated Locals utilize the managed election option.

**Mailing Costs:** In addition, mailing of information to your membership will be required in order to inform them how they can cast their vote, as well as provide them with a secure PIN/Password generated by the voting company, which they will need in order to access the voting system. The estimated cost will vary depending on the number of members in your Local.

**Use of Email to communicate PIN/Password:** Mailing of the secure pin/password is the best way to ensure confidentiality in an election. However, as part of a managed election, the Local may have Simply Voting email secure pins/passwords directly to members eligible to vote. If utilizing this method, it will be important for the Local to maintain an up-to-date database of

members' personal email addresses. The Local should therefore request a copy of the Membership Information Report Excel (MIRE) well in advance of the election.

It is recommended that Locals, review the "Master List" for any employer email accounts and seek personal email updates, review and update the members on the MIRE tab titled "Missing Email" then send out an early email to members to test the general email accuracy and make the necessary updates. A notice can also be posted informing members that election voting pins are going to be sent out via email and that the members are responsible for ensuring that ONA has their current personal email address on record.

### **What is needed to setup and run an online election?**

**Election Team:** An online election has many of the same requirements as a standard election as outlined in the ONA Constitution under Bylaw V, which includes the establishment of an election team that will be responsible for gathering and compiling the voter and candidate information needed to setup the online election.

**Administrators:** At least one and no more than two members of the election team would be designated as the "administrators" of the online election and would be responsible for the uploading of information to the service provider, as well as liaising with the voting service representatives regarding member voting support and ongoing management of the election. Administrators must be individuals who are not running in the election being held and do not have any real or perceived conflict of interest in the outcome of the election. Additionally, it is advised to have one of the administrators designated as the Chief Electoral Officer for the election, and that their contact information be included in the communication plan for the election so that members know who to contact if they have problems casting their vote.

**Voter Information:** The voter information would be contained in a spreadsheet that can then be uploaded to the voting site. Alternatively each voter record can be entered one at a time, but it would be a very time consuming process. Each voter record would need to contain the following required information separated into individual columns:

- Unique ID (typically member ID)
- Name (First and Last name in separate columns)
- Home mailing address
- Segmentation information (listing of each position that each member can vote for)

**Segmentation:** The use of segmentation allows for election organizers to define different levels of voting access for each voter within a single unified election. An example would be if you are organizing an election for all elected positions of your Local, positions that should be voted on by all members, such as Local Coordinator, and there are other positions, such as a Bargaining Unit President, Site Representative or Unit Representative, which should only be voted on by the members from that particular Bargaining Unit, Site or Unit.

### **Data Collection and Preparation**

A data extract of your Local's member information can be provided by the ONA Dues and Membership Team, which will contain the basic information needed to prepare your voter data to be uploaded to the voting system.

When the voter information is segmented, the voter is only presented with the voting choices they are allowed and do not see the choices for which they are not entitled to vote.

Segmentation serves to streamline the voters' choices and will help to ensure accurate voting outcomes.

The Dues and Membership Team captures and manages limited data on membership for Locals – they can identify which Bargaining Unit a member belongs to but not the actual site or unit. If you require further segmentation for positions that are not maintained by Dues and Membership, it will have to be entered manually by your election team into the data extract provided before it is uploaded into the voting system.

Depending on the size of your Local, you will want to request a copy of the extract from the Dues and Membership Team far enough in advance of your vote to give your election team the time they need to add any required segmentation. Some Locals may be able to obtain the required information from their employer, which is an option to consider if available.

### **How to get started**

If your Local is interested in having your Local voting done electronically, please contact David Laxdal, Manager, ONA Information Technology Team (ITT) at [Davidl@ona.org](mailto:Davidl@ona.org), or by phone at (416) 964-8833, ext.2326, or toll free at 1-800-387-5580, ext.2326.