

## **16.0 ELECTIONS LOCAL (Local 100 will follow the Provincial Guidelines for all Local Elections).**

### **Local Election Committee**

Local members shall elect an Election Committee of three members. The local election committee will determine the method of election (electronic or in person). This election will take place at the time of the general elections held within the local. If a member of the election committee running for a position is not acclaimed, they cannot remain on the election committee. The resulting vacancy will be advertised and replaced through an Expression of Interest and appointed by the Local Executive Committee.

Posting of notice outlining the demographics of the election, the positions being contested and the details of the nomination process shall be posted on the ONA bulletin boards and the ONA website.

The Election Committee appoints two members of the Local per polling station to act as scrutineers if needed (By-Law V #11). These scrutineers are reimbursed salary, meals and mileage.

### **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-Law V #12).

A candidate must provide the Election Committee with a contact number and email and the election team will call the candidate with the results.

The election results will be communicated to the general membership, by posting on the ONA bulletin board 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**

## **Local Executive:**

Following an election, if there is still a vacancy on the Local Executive, the incoming 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). The Expression of Interest process will be followed.

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).

The following outlines the process for selection of interested candidates for the unexpired term:

To ascertain which members may be interested in such appointment(s), the Local Coordinator or designate will post a notice for 7 days in all bargaining units, when the positions of Local Coordinator, Secretary/Treasurer 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 or 1<sup>st</sup> Vice-President, then the notice will only be posted in the applicable bargaining unit.

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.

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.

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**

Following an election, if there is still a vacancy for a unit or site representative or any committee member in the bargaining unit, the incoming 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.

In the event that a Unit Rep or 1<sup>st</sup> Vice-Presidents or any committee member in the bargaining unit (even if they are a member of the Local Executive) 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 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, or 1<sup>st</sup> Vice-President) 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 1<sup>st</sup> Vice-President 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.

The number and type of unit/ward reps will be determined by a vote of the membership held at a meeting.

A member who allows her or his name to stand for an elected position must be a member of the Ontario Nurses' Association (ONA) with entitlements.

All candidates must sign a Nomination Form which stipulates that they have read, understand and agree to abide by the Local Election Guidelines. Any questions on the guidelines should be directed to the Chair of the Local Election Committee.

Active campaigning (speaking engagements, pamphleting or electronic media, etc.) may begin at the close of nominations and must cease at midnight before the first day of election.

There will be no campaigning on any employers' premises other than the specific area(s) designated by the Bargaining Unit's and consent of the employer as applicable.

On behalf of each candidate, the Local will facilitate the sending of up to two (2) emails to the appropriate ONA members and posting on the Local Social Media platforms simultaneously, content will be batched to include all candidates and campaign material with specific deadline

dates determined at the time the election is called. These emails will be sent by the Local Administrative Assistant once approved by the Election Committee. With the exception of the email communication provided above, candidates must not utilize the Local database information or any Local contact lists for the purpose of campaigning.

Election materials and emails must not violate the Human Rights Code. It is also a requirement that such materials be truthful, fair and in good taste.

Candidates will not call or send electronic communications to members at their employer email address for the purpose of campaigning. Candidates may use their campaign posters to request members to contact them directly if they wish to speak to a candidate.

Candidates will respect requests from individuals not to send them any campaign-related electronic communications.

Candidates who have personal websites and wish to post an image of a person must have the expressed written consent of that individual prior to the publication of her/his image. With the permission of the endorser, endorsements on personal websites for the purpose of campaigning may include the person's position within the Ontario Nurses' Association.

If a Local Executive/Bargaining Unit chooses to hold any meeting(s) for the purpose of personally getting to know candidates, all candidates must be invited. A member of the Local Election Committee will send Local/Bargaining Unit invitations to all candidates at least two weeks in advance of the meeting. Candidates will be provided with the date and time of the meeting, including the amount of time available for them to speak.

It is understood that candidates agree to abide by the Local Election Guidelines of Local 100.

Any alleged breach of the guideline will be referred to the Local Election Committee as soon as possible. The Local Election Committee will provide a response, setting out its views as to whether or not the conduct complained of is a breach of the guidelines, or if not a breach, gives rise to a concern. Concerns will be brought to the

attention of the parties along with any further actions that may be necessary to address the concern. Breaches of the guidelines and concerns of the Local Election Committee will be addressed at a Local General or Bargaining Unit Meeting.

It is understood that these guidelines apply to Local Elections only.

ONA Provincial Election Guidelines will govern provincial Elections.

In addition to the ONA Provincial Election Guidelines and on behalf of an ONA member with entitlements who is standing for election to any ONA Provincial Office or Committee; the Local will facilitate the sending of up to one (1) email to Local 100 members. This email will be sent by the Local Administrative Assistant once approved by the Local Election Committee. With the exception of the emails communications provided above, candidates must not utilize the Local database information or any Local contact lists for the purpose of campaigning.

For clarity this amendment is to replicate the same provisions as outlined for Local and Bargaining Unit elections and campaigning.