

OSSTF District 26: District Election Policies and Procedures

PASSED: March 2, 2022

DRAFT: January 26, 2022

AMENDED: Not yet amended.

REVIEW PERIOD: 1 year. [March 2, 2023]

OSSTF District 26 District election policies and procedures are outlined below and are to be reviewed by all members interested in seeking a District Executive position prior to accepting the nomination and distributing any election campaign materials.

The Election Policies and Procedures are outlined partially in our District Constitution (see below) as well as additional policies/procedures as approved by the District Executive.

INTERIM FOR 2021/22

The Chief Returning Officer will act in the role of one of the Election Officers. A second Election Officer may be selected by District Executive prior to March 31, 2022. The Election Officer(s) cannot be a candidate for any executive position.

District Constitution – Bylaw 4 District Elections

4.0 Bylaw 4: District Elections

4.1 The following shall be elected prior to May 15th in each year and shall assume office at the beginning of the next Federation Year (July 1);

- 4.1.1 the District President,
- 4.1.2 the District Vice President,
- 4.1.3 the District Secretary,
- 4.1.4 the District Treasurer,
- 4.1.5 the District Officer,
- 4.1.6 the Communication / Political Action Officer,
- 4.1.7 the Educational Services Officer,
- 4.1.8 the District Health and Safety Officer,
- 4.1.9 the Equity and Diversity Officer. (A.12)

4.2 The term of office for all positions in Bylaw 4.1 shall be one year.

4.3 All Members of the District shall be eligible to stand for and vote for positions on the District Executive.

4.4 Elections at the Annual General Meeting

- 4.4.1 The District President shall, prior to March 31st in each year, invite nominations to all available District positions outlined in bylaw 4.1 and post nomination forms on the District website.
- 4.4.2 In order to run for any position, the candidate must complete the Elections Nomination for District 26 Executive Positions Form. (A.21)
- 4.4.3 Nominations for vacant positions must be received not later than 4:00 PM seven (7) working days prior to the date of the District Annual General Meeting.
- 4.4.4 It is the sole responsibility of the nominee to ensure that nomination materials are properly completed, received, and filed with the Elections Officers prior to the closing of nominations. (A.21)

- 4.4.5 The District Executive will set a budget cap of the candidate's total spending on campaign expenses; equitable as per proportional representation of the position; set by District Executive annually at the time of the call for nominations. (A.21)
 - 4.4.5.1 District-wide distribution of campaign literature preceding the District Annual General Meeting shall be conducted via the Elections Officers to maintain equity of access and minimal environmental impact. (A.21)
 - 4.4.5.2 The display and distribution of campaign materials at the District Annual General Meeting shall be the sole responsibility and discretion of the candidate. (A.21)
- 4.4.6 Members running for election who are on full-time release shall not use regular office hours and resources to produce or distribute campaign materials, or to solicit members for support.
- 4.4.7 All candidates nominated in accordance with the Bylaws and standing for election shall have the opportunity for a brief speech at the Annual General Meeting, if multiple candidates exist for a position
 - 4.4.7.1 When multiple candidates exist for one position, the order of speeches shall be determined by lot
 - 4.4.7.2 Speeches shall not exceed five (5) minutes in duration
- 4.4.8 Candidates shall not distribute literature to members, post campaign materials in OSSTF work sites, or solicit membership support in the period between the adjournment of the District Annual General Meeting and the announcement of the ballot results.
- 4.4.9 Election shall be by ranked ballot vote by secret ballot, by those eligible to vote and voting, in all work sites within one week of the District Annual General Meeting. (A.19)
- 4.4.10 A Chief Returning Officer, who is not a candidate for any District position, shall be appointed by the District Executive prior to the District Annual General Meeting to oversee the election process.
- 4.4.11 In the event that only one name is put up for a position, the Chair of the District Annual General Meeting shall declare that nominee elected by acclamation at the District Annual General Meeting.
- 4.4.12 No nominations shall be accepted from the floor at the District Annual General Meeting.
- 4.4.13 In the event that no nominations are received for a position in accordance with Bylaw 4.4.3, the District Executive shall solicit nominations and appoint to the available position. This process shall begin after the results of all pending ballots, as described in bylaw 4.4.9, have been made public.
- 4.4.14 The Elections Officers shall provide a copy of the section regarding District Elections from the District 26 Policies and Procedures Manual directly to each nominee. (A.21)

Election Policies and Procedures Supplementary to the Constitution

1.0 Campaigning Period – The campaign period is defined as the time from the first working day after March 31st of each year through to the conclusion of that year's District Annual General Meeting.

2.0 Nomination Forms

- 2.1 On the nomination form, the candidate shall provide an introductory autobiography electronically to the Elections Officers to be displayed on the OSSTF D26 website along with the announcement of candidacy.
 - 2.1.1 The introductory autobiography will be posted on the OSSTF D26 website within two business days of the nomination form being submitted.
- 2.2 At minimum, the autobiography includes your name, worksite, job title, and Bargaining Unit. In addition, the candidate may include additional information up to 300 words in length.
- 2.3 An email communication from the Election Officers shall be sent to all members announcing new nominations, indicating who is currently running and vacancies every Wednesday after 4 pm until nominations are closed.
 - 2.3.1 An email communication will not be sent if no new nominations have been received, except for the final Wednesday before nominations close.

3.0 Campaign Literature – All campaign literature shall be distributed by the Elections Officers

- 3.1 All campaign expenses are paid by the candidate, and a list of total campaign expenditures should be available by request for review by the Election Officers.
- 3.2 All campaign literature that can be distributed electronically must be done by the Elections Officers or designated District 26 webmaster.
- 3.3 Candidates are not allowed to email campaign literature directly to members en masse using school board or OSSTF distribution lists.
- 3.4 The Elections Officers will send out campaign literature twice during the campaign period by email to all members and will display literature on the District 26 website twice with the introductory autobiography.
 - 3.4.1 The first distribution shall occur on the second Thursday of April, and the second distribution shall occur two days prior to the AGM. It is the candidate's responsibility to have campaign literature to the Election Officers at least one day prior to distribution.
 - 3.4.2 If candidates wish to distribute non-electronic campaign materials, this material must be sent to District Office prior to the second Thursday of April. The Election Officers will coordinate distribute to all worksites via the board courier. Candidates are not allowed to direct mail or courier campaign literature to members.
 - 3.4.3 Unless it is in direct contravention of any of the OSSTF standards of professional behaviour, it shall not be the Election Officers' place to edit or censor the submitted campaign materials in any way.
 - 3.4.4 The specific dates for each election year referred to in 3.3.1 and 3.3.2 will be shared with members when the call for nominations occurs along with the budget cap of the candidate's total spending on campaign expenses.
 - 3.4.5 Candidates may communicate with individual members electronically.
 - 3.4.6 Candidates may use the list of local branch stewards and Bargaining Units and District presidents (to be provided by the District Office upon request) to discuss their candidacy.
 - 3.4.7 Any social media platforms associated with OSSTF and/or District 26 cannot be used by individuals to promote candidacy.

4.0 Annual General Meeting Campaigning

- 4.1 The display and distribution of campaign materials at the District Annual General Meeting shall be the sole responsibility and discretion of the candidate.
- 4.2 The Elections Officers shall arrange for candidates to display campaign materials at the District Annual General Meeting. The amount of space provided to each candidate will be distributed equitably.
 - 4.2.1 No electrical power sources will be provided
- 4.3 Annual General Meeting campaigning guidelines sent to all candidates 5 business days prior the Annual General Meeting.