



# BRANCH ELECTIONS

Process, Positions, & Resources

## **Process:**

1. D16 T/OT will notify the members through the weekly email about the upcoming elections.
2. Branch Presidents, at the May staff meeting, announce that the Branch Elections will occur during the OSSTF portion of the June Staff Meeting.
3. Members interested should submit their interest in writing (i.e. email) to a member of their school executive. Members will also be given the opportunity to stand for a position from the floor at the beginning of the branch elections during the June staff meeting.
4. Before the June staff meeting, the current Branch President or member of the Branch Executive needs to find two-three impartial staff members (not running for positions) to facilitate the elections and count the ballots (and keep them for the length of the appeal period). These guidelines, plus an optional slidedeck are available on the D16 T/OT website to support them with the process. Results must be announced to the staff within 24 hours of the election.

## Appeal Process :

- Ballots cannot be destroyed at the same meeting as the election.
- Candidates will have 5 school days following the election to appeal/contest the election results, in writing to the District T/OT Office including the reason(s) why they are contesting.
- Should the appeal be upheld a new election will be conducted before the completion of the school year supervised by a member of the District 16 T/OT Executive or Office Staff.
- The ballots may be destroyed following the expiration of the appeal period if no appeals are received.

## Absent Members:

- If members know in advance they are going to be absent on the date of the election, they must notify the Branch President prior to the election date.
- They will be permitted to vote prior to the date of the election.
- In this circumstance, they will be excluded from voting for any members who stand from the floor.

## In the event of a tie:

- If there were only two candidates, the position will be decided by a flip of a coin.
- If there were more than two candidates, a re-vote will be held within 24 hours of the original election between the tied candidates only.

5. The current year Branch President must email the District 16 T/OT Office within 24 hours with a list of the Branch Executive for the following school year.