



ELECTION MANUAL

OSSTF DISTRICT 16 T/OT

OSSTF District 16 Teacher/Occasional Teacher Election Manual

Bargaining Unit Election
Policies and Procedures

February 2023

1. GENERAL OVERVIEW & TIMELINES

- a. The D16 T/OT election occurs in odd numbered years and voting must occur within two weeks of the Annual General Meeting (AGM).

Dates for the 2023 Election

- i. Nomination Deadline: Tues. May 2, 2023 at 4:00pm
- ii. Campaign Period: Tues May 2 at 4:00pm - Mon May 15 at 4:00pm
- iii. AGM: Thurs. May 11, 2023
- iv. In-School Voting: Mon. May 15, 2023
- v. Results to Candidates: Tues. May 16, 2023
- vi. Term: June 2023 - June 2025

As per the constitution, the term of office is from the end of the last D16 T/OT Council meeting in the Federation year of the election until the end of the last D16 T/OT council meeting of the second year of the term.

- b. The following positions are to be elected for two-year terms as of 2023.
(number of available positions)

- i. President (1): Time Release
- ii. [First] Vice President (1): Time Release
- iii. Vice President (3)

Note: All vice president positions run in the same category.

The candidate with the highest number of votes is offered the First VP position.

If they decline the position, it will be offered to the next highest, and so on.

- iv. Provincial Councillors (2-3) based on FTE released at AMPA. This will be noted in communications related to the election.
- v. Treasurer (1)

- c. No member of the executive shall hold two positions on executive at the same time (exceptions for interim positions as per constitution). Should a member of the executive run for an elected position and be successful, they must resign their alternate executive position to accept the new role. The vacancy will then be filled via the usual means.

- d. Voting will take place via a paper ballot in school buildings and at the D16 T/OT Office, with the exception of Secondary Virtual School (SVS) members who will be provided with an online ballot. More information can be found in the voting section of this manual.

Non-classroom teachers

- i. Members on leave can vote at their home school or the bargaining unit office.
- ii. Curriculum consultant members can vote at CLL, their nearest school or the bargaining unit office.
- iii. Occasional teachers can vote at any school or the bargaining unit office.
- iv. Teachers at Secondary Virtual School will have an online ballot.

2. ELECTION COMMITTEE [FEBRUARY/MARCH]

- a. Election Committee Members & Selection Process: The election committee will be made up of the District Executive Officer (DEO), 1 Time-Release Officer (who is not a candidate in the election), up to 2 Election Officers selected from the membership at large of the Bargaining Unit, and up to five member volunteers to participate on the committee.
- i. District 16 T/OT Election Officer(s) will be selected from the membership at large of District 16 T/OT but shall not be a candidate in the election.
 - ii. A call out for Election Officer(s) will be sent to the general membership through email.
 - iii. Should there be more than 2 applicants, all applicants will be asked to submit a write up of 250 words or less on why they would like to fulfill this role. Their name, school/site location and writeup will be shared at the **March** council meeting and council members will vote to fill the positions. Council members will each have two votes. The two applicants with the most votes will hold the positions of Election Officers. Any additional members will be offered to be on the committee as one of the additional volunteers, up to 5.
 - iv. At the **March** council meeting, if there are any remaining vacant positions for Election Officer or Election Committee volunteers a call out will occur for Branch Presidents to volunteer to be a part of the Election Committee to fill the vacancies.
 - v. No member running in the election will hold a spot on the election committee. Should a member of the committee choose to run at a later date, they must vacate their position on the committee.
- b. Roles and Responsibilities of the Election Committee

The District 16 T/OT Election Officer(s) will be responsible for all aspects of the election and will have absolute discretion in all matters pertaining to the election. In the event of an irresolvable dispute, the first level of appeal shall be to District 16 T/OT Election Committee. The final appeal shall be to the appropriate Provincial OSSTF/FEESO authority.

Pre-Election: In early **March**, the DEO will call an all-member meeting to review the election handbook. At this meeting members of OSSTF D16 T/OT will have an opportunity to share ideas about the processes of our election and propose changes. The Election Manual will be shared at council and a motion to pass for the Election Manual and any changes.

Nominations: The **DEO** will confirm the receipt of each candidate's nomination application via email within 24-working hours, review the nominations and declare uncontested candidates acclaimed and notify all candidates via email with the candidate list and next steps in the campaign period (i.e. deadlines for video submissions, dates of any candidate events). The **election committee** will review all candidate media sheet and pre-recorded speeches to ensure they abide by a positive campaign.

Election Day: The Election Committee will be present at the end at the Bargaining Unit office at 4:30pm on voting day to help with counting and verifying the ballots.

3. NOMINATION PERIOD [APRIL/MAY]

a. Election Nomination Communication & Nomination Deadline

The D16 T/OT Communications member will create a schedule to advertise and promote the bargaining unit election. This will include call-outs for nominations

- In the weekly member email,
- In posts on our three social media platforms
- Inclusion in *Branch President speaking notes (*if possible with timelines)
- On the Website

b. Running for an elected position & Nomination Deadlines

- i. Any member wanting to run for a position in the election, will self-nominate by emailing a completed [Nomination Form](#) to the District Executive Officer (DEO) by the close of nominations. As per the constitution the close of nominations is 4:00pm, 7 working days prior to the AGM.
- ii. In the 2023 election, the close of nominations is Tues. May 2, 2023 at 4:00pm.
- iii. All nominations will receive a confirmation of receipt reply email.
- iv. Each candidate is allowed to provide a one page, 8.5x11, campaign media sheet. The campaign media sheet must accompany the nomination form by the deadline and will be distributed electronically to the membership from the bargaining unit office. No other campaign media of any kind is permitted to be posted or distributed.
- v. As soon as possible, *but within 24 hours* after nominations close, all candidates will be notified with the full candidate list via email and provided with next steps in the campaign period. The DEO, on behalf of the election Committee will review the nominations and declare uncontested candidates acclaimed.

c. Special Cases

- i. A candidate may run for and be elected to only one position on the D16 T/OT Executive, with one exception, listed below in ii.
- ii. A candidate running for president may elect to “drop down” and also run for vice president. This must be declared in advance on the nomination form. With paper ballots, the candidates name would appear both for president and vice president. If successful for president, the votes received in the vice president election will be disregarded and not reported. If unsuccessful for president, the votes will be considered by usual means in the vice-president election.
- iii. A candidate running for vice-president may elect to indicate if they are not interested in time-release. The purpose of this declaration is that *in the event that* there are four or fewer nominations for vice-president, those who opted out of time release would be acclaimed.
- iv. If the list of nominated persons changes due to withdrawal of candidates or if there is a vacancy in the list of persons nominated, members will be able to make nominations for these positions. **This must be declared by 4pm the day prior to the AGM.** This will allow us to add any new names to the ballots before distribution. No campaign materials for these late nominations will be distributed to the membership. The late nominations can participate in the AGM speech and will have their name added to the ballot.

4. CAMPAIGN PERIOD

The official campaign period is from the closing of the nomination to the day of the official vote.

a. Campaign Literature Distribution by D16 T/OT Office

- i. After candidates have been notified with the candidate list, an all-member email will be sent to the membership with the nomination list and campaign media sheets.
- ii. Reminder: No other campaign media of any kind is permitted to be posted or distributed. This includes via social media. The district office may post generic social media posts reminding members to check their weekly email for election information.
- iii. Campaign media sheets will also be made available on the D16 T/OT Website.

b. Campaign Speeches, AGM Meet and Greet & AGM Speeches

- i. **Pre-Recorded Speeches:** Each candidate will be invited to submit a pre-recorded speech which will be sent electronically to the membership. The deadline will be after the nomination deadline. *Acclaimed candidates* do not need to submit a pre-recorded speech.
- ii. The time permitted for each candidate's speech shall be: President (5 minutes), Vice President (3 minutes), Treasurer (2 minutes) and Provincial Councilor (3 minutes).
- iii. The videos will be posted on the District 16 T/OT YouTube channel and are not public.
- iv. **AGM Question Period:** At the AGM, each candidate will be given time to speak to the delegation in response to a question they will receive in advance of the AGM. The time permitted for each candidate to speak at the AGM shall be: President (2 minutes), other candidates (1 minute). *Acclaimed candidates* do not need to speak at the AGM.
- v. **Meet & Greet:** At the Annual General Meeting (AGM) there will be a 20-30 minute "Meet the Candidates" opportunity prior to the commencement of the meeting. *Acclaimed candidates* are welcome to participate in the meet and greet portion of the AGM.

c. Additional Campaign Information

- i. There shall be no negative campaigning. Media sheets will be reviewed by the election committee for negative campaigning. Concerns will be brought back to the candidate and may result in the candidate media sheet being excluded.
- ii. Under no circumstances are candidates permitted to contact any member using board email, school-based distribution lists or union based distribution lists for campaigning purposes (i.e. committee lists, Branch President staff lists, bargaining unit office lists)
- iii. Candidates are not permitted to contact teacher-voters or occasional teacher-voters for campaigning purposes electronically or by telephone.
- iv. Candidates will not visit schools, except as part of their normal District 16 T/OT or teaching duties.
- v. The candidate is responsible for the integrity and actions of his/her campaign team.

5. VOTING PROCESS

- a. Prior to Voting Day
 - i. Election materials (ballot box box, signature voting lists, instructions, and ballots) will be distributed to Branch Presidents or designate at the Annual General Meeting (AGM). Should a Branch President not be attending or sending a designate from their school, they should attempt to find a member at their school who can visit the office on Thursday May 11th (8-4pm) or Friday May 12th by (8-3:30pm) to pick up the materials.
 - ii. Branch Presidents should determine the voting location in their school and create a supervision schedule to have an OSSTF member monitor the ballot box **at minimum** during all staff lunches.
 - iii. Branch Presidents must communicate the voting location and times with their staff. Please also notify the admin assistant in the main office who manages the daily OTs in your building to ask them to pass on the information.
- b. Voting Day: **The voting date in the 2023 election is Monday May 15th.**
 - i. Each OSSTF D16 T/OT member is permitted to vote in the election. Each member will be provided with a single ballot. The number of votes per position vary:
 1. President (up to 1 vote)
 2. Treasurer (up to 1 vote)
 3. Provincial Councillor (up to **2 votes**)
 4. Vice-President (up to 4 votes)*

*If there are 5 or more candidates for VP, including any drop down candidates.
As per the constitution, if there are 4 or fewer candidates, the vote for first vice president is held at the next council meeting and each council member will have one vote.
 - ii. LTOs should vote in their home school and Occasional Teachers may vote at any school or the bargaining unit office. Any OT's who are at SVS on the day of the vote can reach out to the D16 T/OT office for support.
 - iii. Members at Secondary Virtual School will be provided an electronic ballot in the **2022-2023** school year since they are unable to attend a school location during the work day. SVS teachers should ensure the D16 T/OT office has their up to date non-board email address.
- c. Returning the Ballot Box & Counting Ballots
 - i. Branch Presidents, or designate OSSTF member, must return the ballot box to the D16 T/OT office in Newmarket as soon as possible with a deadline of **4:30pm on voting day.**
 - ii. A scrutineer for each candidate is permitted during the vote counting procedure at the District Office. Please email **DEO Scott West at scott.west@osstfd16.on.ca** if you are sending a scrutineer to the office on voting day. They should arrive ASAP but by 4:30pm.
 - iii. The election committee will be present to count the ballots and scrutineers are observers of the process.
- d. Vote Results
 - i. After tabulation of all ballots is complete, all candidates shall be informed of the results as soon as possible, but *within 24 hours of the results being counted*. Successful candidates will be informed first (and acceptance confirmed), in the following order: President, First Vice-President, Vice-Presidents, Treasurer and Provincial Councillors.
 - ii. The newly elected executive will be shared in an all member email and on our website.
 - iii. As per the constitution, results will be made public. Posting of the names and numerical results of the new Executive-elect on the District 16 T/OT website is only to occur after all candidates have been informed (and acceptance confirmed) of the results, with the exception of VP votes for a drop down candidate if they are successfully elected as President.
 - iv. All ballots will be destroyed after the June council meeting.

