



## CANDIDATE CHECKLIST - OSSTF DISTRICT 16 T/OT

### Candidate Information Checklist

#### LATE FEBRUARY/EARLY MARCH

Optional: Watch the weekly member emails for an all member meeting to review the elections manual. This meeting is an opportunity for members to share ideas and/or propose changes to the current elections manual.

#### APRIL

The elections manual gets approved at the March council meeting. Prior to this you can review the previous election manual on the website. After the approval, the updated manual will be posted to the website and shared out to members when there is a callout for nominations.

When considering a run in the election, you can review the manual to see what positions are available and you can take a look at the contacts page to see a more specific outline of the portfolios of various roles. If running for president, consider if you would like to be considered as a drop down for vice president as well.

In preparation for completing a nomination form, you will also need to submit a one-page, 8.5 x 11" campaign poster which will be distributed to the membership. The nomination is due at the same time as the nomination form.

*Poster Tip: you should include contact information should a member want to reach out to speak with you.*

#### MAY

Submit your Nomination form **and** campaign poster by the deadline.  
**The 2023 deadline is Tuesday, May 2nd @4:00pm.**

Prepare and submit your video speech following the time guidelines provided to you in the nomination list email. Note: acclaimed candidates do not need to submit a video speech.

Plan to attend the AGM.

Arrive at the AGM a bit early to be ready for the candidates' Meet & Greet opportunity. Prepare for a one-minute question response at the AGM. *(Optional if acclaimed)*

Note: the question will be shared in advance

Election Day: Each candidate is permitted to send a scrutineer to watch the ballot counting process at the end of the work day on voting day. If you are planning to send a scrutineer, please notify DEO Scott West at [scott.west@osstfd16.on.ca](mailto:scott.west@osstfd16.on.ca).