

Standing Practices for Elections

All candidates running for any position shall declare their candidacy, in writing, a minimum of ten (10) working days prior to the Unit Annual General Meeting.

The positions listed below shall be open for election as outlined below. All positions are a one-year term unless stated otherwise.

UNIT Positions:

President (2 year term – odd AGM years - 2023, 2025, etc..)

Treasurer (2 year term - even AGM years – 2024, 2026, etc..)

Unit Recording Secretary

Equity Councillor

ELEMENTARY BARGAINING UNIT EXECUTIVE COMMITTEE POSITIONS

Elementary VP (2 year term – odd AGM years - 2023, 2025, etc..)

Elementary Assistant VP

Elementary Councillor (2 positions)

OCCASIONAL TEACHER BARGAINING UNIT EXECUTIVE COMMITTEE POSITIONS

Occasional VP (2 year term – odd AGM years - 2023, 2025, etc..)

Occasional Assistant VP

Occasional Councillor (2 positions)

SECONDARY BARGAINING UNIT EXECUTIVE COMMITTEE POSITIONS

Secondary VP (2 Year Term – even AGM years - 2024, 2026, etc..)

Secondary Assistant VP

Secondary Councillor (2 positions)

General Procedures

The Chair of the Nomination Committee may delegate any of her/his duties, as needed or appropriate.

- All members of the Nomination Committee, including the Chair, are not eligible to run for any elected office nor participate in any campaign on behalf of a candidate(s).
- All communications will be facilitated through the **oectawaterlooelections@gmail.com**
- The Chair of the Nomination Committee shall present the Standing Practices for Elections as part of the April Council of Association Representatives (CAR) meeting.
- The Chair of the Nomination Committee shall distribute an electronic version of the Standing Practices for Elections to all members on the day following the April CAR meeting.
- The Chair of the Nomination Committee shall ensure a “Call for Candidates” and an application form for candidates and a poster be distributed to all teachers electronically no later than five (5) working days after the April CAR meeting.
- A paper copy of the “Call for Candidates” and a paper copy of the candidate application form shall be distributed no later than five (5) working days after April CAR meeting to each secondary and elementary school rep by courier to be placed in staff rooms.
- The above documents shall also be posted on the members side of the OECTA Waterloo website under the Elections Section no later than five (5) working days after the April CAR meeting.

- 2-Year Term Executive Members Incumbent
 - Executive members who have served one year of a two-year term may be nominated for an open executive position with the following considerations:
 - the member must resign from the currently held executive position prior to the April CAR meeting, effective June 30th of said year; and
 - The vacated position will be open to nomination and election for the second year of the two-year term.
- Candidates are required to provide a CV and a statement of why they are running. The CV may be as long as required. The statement must be no longer than two hundred fifty (250) words. Submission of a photograph of themselves is optional. This information will be distributed as follows.
 - Compiled into an Electronic “Newspaper” for distribution to all Elementary and Secondary teachers by email and placed on the members side of the OECTA Waterloo Website in the elections section.
- Candidates are also required to provide, with their application, the names of all teachers who will be assisting with their campaign.
- The Chair of the Nomination Committee will email a copy of the Election Standing Practices to a candidate upon receipt of the CV.
- Nominations close ten (10) working days prior to the Unit AGM
- The Chair of the Nomination Committee will meet with all members who have appropriately declared candidacy for election no later than 2 days after nominations close.
- The Chair of the Nomination Committee shall notify all teachers by email of the candidate information posted on the Unit website no later than eight (8) working days prior to the Unit AGM.
- The Chair of the Nomination Committee shall ensure that the CV “Newspaper” is emailed to each school no later than eight (8) working days prior to the Unit AGM.
- Materials received after the deadline for nominations will not be accepted.
- Incomplete nominations will not be considered
- At the Unit AGM, nominations from the floor may only be made for a position for which no one has declared their intention to run.
- More than one nomination for a vacant position will be accepted from the floor of the AGM.
- Nominations from the floor will close at a time determined in the AGM agenda.
- Candidates nominated from the floor are required to submit a CV and a statement of why they are running, unless uncontested. Submission of a photograph of themselves is optional. If necessary, this material is due to the Chair of the Nomination Committee by 5:00 pm on the day following the Unit AGM for the nomination to be considered complete.
- Information about nominations from the floor that require an election will be distributed no later than two (2) two days after the Unit AGM.
- There will be no step-down elections.
- If Unit a position remains unfilled, the Unit Executive will determine how to fill the vacancy. A recommendation must be approved at the May CAR meeting.

- If a Bargaining Unit position remains unfilled, the Bargaining Unit Executive Committee will determine how to fill the vacancy. A recommendation must be approved at the May CAR meeting.
- The Chair of the Nomination Committee shall present a complete nominations report to the members and subsequently present the amended slates for each office when appropriate at the Unit AGM.
- The AGM agenda will contain time for all candidates to make a 3-minute speech and then take questions from the floor, with two (2) minutes per response for any candidate who wishes to answer.
- Notwithstanding any past practice, the submission of pre-recorded video speeches to present at the AGM in lieu of a candidate making an in-person speech will not be permitted.

ELECTION PROCESS

In the case that all positions are acclaimed:

1. The AGM agenda will have time to introduce the next executive to the body.
2. The Chair of the Nomination Committee shall notify all teachers by email of the names of the incoming executive members, on the working day after the Unit AGM.

In the case where any position requires an election, the Chair of the Nomination Committee shall oversee a vote held electronically as follows:

1. Members of the incoming executive will not be introduced to the AGM.
2. On the working day following the Unit AGM, the Chair of the Nomination Committee shall notify all teachers by email of the positions being contested, the names of the candidates and the posted CVs in the member-only section of the Unit website.
3. On the working day following the Unit AGM, upon request, a candidate may view the electronic ballot at the Unit office between 3:30 pm and 4:30 pm.
4. On the 3rd working day following the Unit AGM, voting will take place. Candidates for a position will be listed alphabetically on the ballot. The poll will open at will at 6:00a.m and close at 12:00 midnight local time.
5. The Chair of the Nomination Committee shall permit candidates to be present when the electronic results of the election are finalized at 4:30 pm at the OECTA Office on the 4th working day following the spring Unit AGM. Due to the electronic vote, there is no facility for a recount.
6. On the 4th working day following the spring Unit AGM, the Chair of the Nomination Committee shall notify all teachers, via email, of the names of the incoming executive members.
7. The President will report the total vote participation rate to the Association Representatives at the June CAR meeting.
8. Should there be any technical difficulties with the electronic vote, the Chair of the Nomination Committee will consult with the Nomination Committee members and the election deadline may be extended.

MISSING BALLOT

In the case where a teacher does not receive an electronic ballot, or is unable to vote electronically, they may vote at the Unit Office (219 Hartwood Ave. Waterloo) between the hours of 9:00 a.m. and 5:00 p.m. on the same day as the electronic vote occurs.

1. The teacher will be provided with a paper ballot.
2. The ballot will be segregated in an envelope with no identifying information, sealed and placed inside another envelope with the person's name and bargaining unit and also sealed.
3. Segregated votes are only counted if the outcome is possibly affected.
4. If not counted they remain unopened.
5. If counted
 - A. verify the voter is eligible
 - B. all eligible votes have their exterior envelope opened and piled together
 - C. the pile is mixed and then the remaining envelopes are removed and all ballots counted

TIE VOTE

In the case of a tie vote:

- For the case of two candidates tied for first place for the two councillor positions, both candidates will have won the two positions.
- Otherwise:
 - A run-off electronic election will be held on the second working day after the original vote.
 - Only the candidates that received the same number of votes will be involved in the run-off election.
 - Should a run-off electronic election result in a tie, the winning candidate will be decided by lot in the presence of all the candidates in the run-off election and the Chair of the Nomination Committee.
 - Announcement of the incoming Executive will be delayed until after the run-off election.

VOTE COUNTS

The Chair of the Nomination Committee will ensure the votes cast for all candidates running for a particular position will be provided via email only to the candidates who ran for that position.

Candidates are not to release vote count results.

CV FORMAT

All CVs and statement of why the candidate is running are to follow this format, or will be reformatted when posted to the members-only section of the Unit website:

- Electronic document in MS Word format or Google Docs Format
- Text only
- 12-point size font in Times New Roman font style
- No formatting such as colour, graphics.
- Submission of a photograph of themselves is optional. The file format for the photo is to be jpg.
- The statement is to be no longer than 250 words.

ELECTION LIST VERIFICATION

1. Multiple voter lists are required because Waterloo OECTA is a joint Unit. All teachers are eligible to vote for Unit level positions and are also eligible to vote for positions in one of the following Bargaining Unit Executive Committees:
 - a. Elementary
 - b. Occasional
 - c. Secondary (including Continuing Education day-school teachers)
2. The Chair of the Nomination Committee will ensure that a master voter list of all teachers who have registered a personal email address with the Unit is created from a file created from the database provided by the Board on or about April 1st. The list will contain each teacher's name and the voting list of which the teacher will be a member. The master list will be sorted by teacher last name.
3. The Chair of the Nomination Committee will ensure that an email is sent to all teachers with the master voter list from number 2 above as an attachment. This email will be sent to teachers' Board email address using the mailing address groups of the Board. This email will be sent no later than 5 working days after the April CAR meeting.
4. Teachers will have 10 working days to notify the Chair of the Nomination Committee of any errors or omissions, otherwise the list will be considered complete and correct.
5. The Chair of the Nomination Committee will ensure that the voter lists are updated with any responses received from the email referenced above.

CAMPAIGN PRACTICES

The Nomination Committee will ensure all teachers receive the same candidate information from the Unit, so voting teachers may make an informed decision. To this end, all teachers have the right to attend the AGM where the candidates may give speeches and take questions. In addition, candidates must provide CVs and statements of why they are running. This information will be published by the Nomination Committee on the Unit website. It will also be compiled as a "Newspaper" and sent to each school in paper format and sent to each teacher via email. It is understood that candidates may have personal conversations with other teachers about their candidacy.

However, to create a level playing field for all candidates, the following campaign restrictions apply to candidates and campaign assistants:

- Distribution of campaign material, such as posters, swag, etc. is not permitted.
- Unsolicited emails, either using Board addresses or personal addresses are not permitted.
- Unsolicited phone calls, either at school or at home, are not permitted.
- Use of social media (Facebook, X, texting, etc.) is not permitted.
- Campaigning shall not occur during the school day.
- No Unit privileged information shall be used.
- Unit release time is not to be used by current executive members for campaigning.
- Release officers are not to make school visits in the ten (10) working days prior to the spring Unit AGM, except for Unit work such as representing a teacher at a meeting.

ELECTION PRACTICE COMPLAINTS

The Nominations Committee will select from among its members, one member to be the Complaints Investigating Officer. The name of the Complaints Investigating Officer will be reported to the April CAR and announced to all teachers via email no later than five (5) days afterwards.

All alleged violations of election practices are to be reported to the Complaints Investigating Officer in writing within 24 hours of the complainant becoming aware of the alleged violation.

Written complaints must be detailed and specific, with all materials and evidence that can be relied upon for an investigation.

Complaint materials of an anonymous nature will not be considered.

The Complaint Investigating Officer will undertake an investigation of the facts immediately. Release time will be provided to the Complaints Investigating Officer. The Complaints Investigating Officer will produce a written report with the facts to the Nomination Committee.

The Nomination Committee will receive the report and determine whether a violation of election practices has occurred and what penalty is to be imposed. The penalty may be up to and including the removal of the candidate from the election. The report of the Complaints Investigating Officer is the property of the Nomination Committee and will be provided only to Nomination Committee members. Either the complainant or respondent may appeal the decision of the Nomination Committee to the Provincial General Secretary, whose decision will be final. Appeals to the General Secretary must be made within one week of the Nomination Committee's determination. All copies of the report of the Complaints Investigating Officer will be destroyed two weeks after the Nomination Committee's determination.

Support Considerations for an Electronic Vote

- The Chair of the Nomination Committee will use a Gmail account specific for duties of the Chair
- The President will email all teachers introducing the Chair of the Nomination Committee Gmail account.
- The Chair of the Nomination Committee will ensure this document is posted to the Unit website.
- The President will ensure a webpage is provided in the members-only area to contain candidate CVs and provide the Chair of the Nomination Committee with a facility to upload, modify and delete CVs.
- The office support staff will provide all assistance to the Chair of the Nomination Committee, or designate, that may be required to properly oversee the election, including access to databases provided to the Unit by the Board so that accurate voter lists can be created.
- The Chair of the Nomination Committee, or designate, will be provided with facilities in the Unit office, including a computer with internet access, for all tasks related to an electronic election.
- The Chair of the Nomination Committee, or designate, will be released or paid release time for:
 - 1 day prior to voting to confirm voter list, communicate and confirm ballot requirements
 - 1 full day on the day of voting to ensure the voting proceeds smoothly and to answer any phone calls or emails from teachers who may request support
 - Additional day(s) as may be required for run-off elections in the case of a tie vote
 - these release costs will be charged to the Unit release budget line