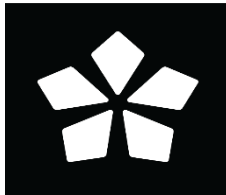


ONTARIO NURSES' ASSOCIATION

ONA 34 Local and Bargaining Unit Election Policy



The Ontario Nurses' Association (ONA) is the union representing 68,000 nurses and health-care professionals, as well as 18,000 nursing student affiliates — who provide care in hospitals, long-term care, public health, the community, clinics, and industry.

Ontario Nurses' Association © 2026

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INTRODUCTION

While provincial stewardship of the Ontario Nurses' Association (ONA) resides with the elected Board of Directors, comprised of the President, First Vice-President, Treasurer and five regional Vice-Presidents with portfolios, stewardship at the Local level resides with the leadership that is elected by the membership of each of ONA's Locals.

As such, this policy has been developed to help you through the Local and Bargaining Unit election process.

The policy contains specific references to articles in the ONA Constitution so that you will be able to use the Constitution as a resource. The Constitution provides the structure and direction for our organization to function in an efficient and democratic manner overall.

You will also find a useful glossary of terms and some sample election documents including scrutineer forms and ballots.

Also included is an action plan developed by ONA's Membership Education (ME) Team. The team provides an Elections Process Teleconnect for members which is delivered in June of local election years.

Finally, included with this policy is information on how ONA is structured at the Local level which may assist you in planning your elections.

If you are having any issues or concerns with the running of a Local and/or Bargaining Unit election, please speak with your Regional Vice-President who will be able to provide advice and assistance as necessary.

1. LOCAL AND BARGAINING UNIT ELECTION PROCESS

Constitutional Compliance & Membership Approval Each Local must establish and maintain Election Policies that comply strictly with the ONA Constitution. These policies must be formally approved by the membership at a Local meeting prior to an election being called.

Absence of an Elected Election Committee (ONA 34 Protocol) In the event that an Election Committee is not successfully elected by the membership, ONA34 may issue an official "Expression of Interest" to the general membership to fill the vacant positions. The ONA34 Executive Team will then review the nominees and appoint the members of the Election Committee from those who submitted expressions of interest.

The Chair of the Local Election Committee shall sign and provide their Regional Vice-President an Attestation that the election was held in accordance with ONA's Constitution and the Local and Bargaining Unit Election Policy. **The Attestation can be found at Appendix 9.**

Should a Bargaining Unit Election Committee be appointed, the Chair of the Bargaining Unit Election Committee shall sign and provide to their Local Election Committee Chair an Attestation that the bargaining unit election was held in accordance with ONA's Constitution and the Local and Bargaining Unit Election Policy. **The Attestation can be found at Appendix 10.**

2. Local Election Policies, upon request of the Local or the Board of Directors, may be reviewed by the Regional Vice-President.

Local Election Committee

3. Each Chartered Local Association shall elect a Local Election Committee of three or more members (*By-Law V #4*). **All Local Election Committee members must be ONA34 members with entitlements.** A Local Executive member can serve on the Election Committee only if he/she is not being contested in the election. If a member of the Election Committee becomes a candidate for a contested position, they shall **immediately** resign from the Election Committee and the Local Executive shall appoint a replacement for the unexpired term.

Locals should elect/appoint alternate Election Committee members in advance in case they are required due to resignations in accordance with the above paragraph. ONA34 will strive to have 1 rep per site to be on the election committee. However, if no expression of interest received, the committee can have anyone from any site.

Local and Bargaining Unit Election Committee members cannot publicly support a candidate in the election, and it is recommended that they not sign a nomination form.

4. The Local Election Committee, in conjunction with the Chartered Local Association Executive, will set the date, time and place for all elections at the Local or Bargaining Unit level (*By-Law V #5*). ONA34 elections will be held on a 2-day schedule to accommodate RCC sites. It is recommended that space for polling stations be reserved well in advance in case such stations are required. Note: Different bargaining units may decide to share polling station locations (e.g. McCall and THP Q-site in the same geographic area).

In accordance with By-Law V #3, all elections shall be completed on or before November 1 of the year in which the term of office expires. This allows for sufficient time for any necessary turnover.

Should the Local Executive decide to utilize electronic voting instead of an in-person ballot, then the voting shall be for a period of time determined by the Local Election Committee. **This voting period shall not be more than seven (7) calendar days and shall not be less than five (5) calendar days** to allow all members the opportunity to vote and ensure there is time to address any issues identified by voters (access, lost voting information, etc.) in the first few days of the vote.

5. Prior to the call for the Local/Bargaining Unit Elections, the Election Committee is accountable for ensuring that the names of the members of the Election Committee are posted in all Bargaining Units. The posting will also advise members as to where they can access the following information:
 - a) ONA Local and Bargaining Unit Election Policy
 - b) Role of the Election Committee (By-Law V of ONA Constitution).
 - c) How to file a complaint.
 - d) All Local policies relating to the election.
 - e) Guide to Leadership Competencies and Accountabilities

Election Committee Chair Email: ona34elections@ona.org

Call for Nominations

6. The call for nominations for all positions to be elected takes place at least 45 days prior to an election and must be posted on the ONA Bulletin Board, e-mail (where the local has current ones) and local website. The call for nominations must include the time and date by which all

nominations must be received and also indicate who on the Election Team the nomination forms must be sent to.

Nomination forms may be submitted electronically, subject to the requirements of #7 below.

7. Nomination forms are available from the Election Committee (*By-Law V*). Nomination forms must contain the signature of two (2) members of the Chartered Local Association or Bargaining Unit, as applicable. A candidate cannot self-nominate.

Nomination forms should also include an acknowledgement from the candidate that they have read and agree to abide by the Guidelines for Candidates contained in the ONA Local and Bargaining Unit Election Policy. A sample nomination form is contained at appendix 1 of this policy.

ONA 34 Nomination Qualifications

8. In accordance with By-Law II #9, in order to be eligible to be nominated and stand for election and hold a position on the Local Executive Committee, a member must meet the qualifications listed below:

(i) **Local Coordinator:** Any member who seeks to hold the position of Local Coordinator shall have served either 1) at least one term on the bargaining unit leadership team (such as a Committee Chair) or 2) at least one term of a position on the Local Executive Team.

(ii) **Secretary-Treasurer:** Any member who seeks to hold the position of Secretary-Treasurer shall have served at least one term at the Local Executive level or in a bargaining unit elected position (Unit Representative, committee member, Committee Chair etc.).

(iii) **Bargaining Unit President:** Any member who seeks to hold the position of Bargaining Unit President shall have held a bargaining unit elected position for at least one term.

(iv) **Grievance VP:** Any member who seeks to hold the position of Vice President for Grievance shall have held a bargaining unit elected position for at least one term.

Waivers of Qualifications

- **Definition of a Term:** For the purposes of this policy, one (1) full term is defined as three (3) consecutive years.
- **General Waiver Authority:** The Local Election Team may waive the required qualifications for a position following a formal consultation with the Regional Vice-President.

Important Restriction (ONA 34): A waiver of qualifications may only be applied if there are no fully qualified candidates running for the position. If at least one qualified candidate is nominated, qualifications cannot be waived for any other candidate.

Should the Election Committee receive a nomination from a member with entitlements who does not meet the stated qualifications above, they will contact their Regional Vice-President to discuss and determine whether the qualifications should be waived for that member. This is likely to occur when a bargaining unit is newly organized and is electing their first Bargaining Unit President.

9. The Election Committee shall review all nomination forms for entitlement status of the nominators and the candidates. Should a candidate or nominator not have membership entitlements, then the Election Committee will notify the candidate whose nomination form is not in order as soon as reasonably possible.
10. Nomination forms must be opened immediately upon receipt by the designated member of the Election Team, who then has up to 72 hours to officially respond to the nominee to confirm that the form has been successfully received. Candidates maintain the right to verify with the Election Committee that their nomination form has been received and is fully in order at any point prior to the official posting of the Ticket of Nominations.

The Election Committee will notify the Local Coordinator one week prior to the close of nominations if there are any positions where a nomination form has yet to be received.

If at the close of the nomination period there is only one candidate for office, that person will be acclaimed into office by the Election Committee.

11. Nomination forms shall be served upon the Election Committee at least twenty (20) days before the date of the election. The Election Committee prepares a Ticket of Nominations, listing all positions being contested and the names of the candidates for each position. **For the Ticket of Nominations**

and for any other election purposes, the candidates will be listed in alphabetical order by last name, by office.

Posting of such notices and may include the ONA Bulletin Board, e-mail and local website at least 10 days before an election (*By-Law V #8*). The Election Committee should follow up to ensure that the Ticket of Nominations has been posted in all applicable bargaining units.

12. The Constitution places limitations on how many Local Executive Offices a member can hold. There is, however, no limitation on how many Local Executive Offices for which a member can run within the same Local. **Should a member be acclaimed and/or elected for more Local Executive Offices than they are permitted to hold, such member shall select which position(s) they are accepting within 48 hours of being notified of the election results. Failure to select the position(s) within this time period will result in the determination being made by the current Local Executive.**

There is no restriction on the number of Local Committee positions (which are not part of the Local Executive) or Bargaining Unit committee positions that a member can run for and hold.

The Constitution By-Law VII stipulates that no member can serve as Bargaining Unit President for more than one (1) Bargaining Unit even though the member may be a member of more than one (1) Bargaining Unit. This could be waived (on an interim basis) after consultation and agreement with the Local Coordinator(s) and the Regional Vice-President(s). Factors to be considered in waiving can include:

1. If the second bargaining unit has been unable to elect/appoint a Bargaining Unit President from the other members of the bargaining unit, and
2. The size and degree of labour relations activity in the second bargaining unit.

Note: Any waiver granted is an interim solution only and the Local(s) and Regional Vice-President(s) involved are to continue efforts to recruit a Bargaining Unit President from the other members of the bargaining unit. This includes an open Expression of Interest to be posted in the bargaining unit.

Preparing for Voting

13. The Election Committee obtains a current Membership Information Report Excel (MIRE). If the Local has not received the MIRE, the Local should call the Manager Membership Records, of the Dues and Membership Services Team at ONA to obtain one. **This list should be requested well in advance of the election so that the Local can identify any members without entitlements and/or missing current contact information.** The Local Coordinator should be copied on all requests from the Election Committee for membership reports.

If applicable, the Election Committee should also request a Local MIRE which indicates the members who work in more than one bargaining unit in the Local and which bargaining units they hold entitlements in.

14. The Election Committee ensures there is the correct number of ballots for the Chartered Local Association/Bargaining Unit/Site.

Scrutineers

15. The Election Committee appoints a minimum of two members of the Local per polling station to act as scrutineers (*By-Law V #11*). ONA34 will pay these members.
16. A candidate cannot serve as a scrutineer (*By-Law V #11*). If a candidate is acclaimed, then they can then serve as a scrutineer. If there are no scrutineers available, then the Election Committee may appoint two members who are not running for office in the election.

Voting Procedure

17. Each member must show her or his identification card (hospital badge or government ID) or membership application receipt to a scrutineer prior to receiving their ballot to vote (*By-Law V #15*). The most recent Dues/Membership List should also indicate that this is a member with entitlements. **Note anyone eligible for membership can sign a membership application at the polling station and be allowed to vote (even if they have previously signed an application form).**

If there is a question as to whether the member is entitled to vote, then the ballot should be segregated until a proper determination can be made (see section 34).

18. The scrutineer initials each ballot as it is given to the voter and keeps a record of the number of ballots distributed.
19. The scrutineers count the ballots, compile a list specifying the number of votes for each candidate, and ensure that all votes and spoiled ballots are accounted for. In the event that multiple polling stations are being utilized, members may be allowed to vote at any polling station, but all ballots must be segregated to ensure that only one vote is cast by each member.
20. Results shall not be tabulated until all poll(s) have closed (*By-Law V #9*).
21. The person with the most votes is deemed elected to the position.
22. All elections shall be held by secret ballot. **Please see Appendix 8 re Guidelines for Locals considering Electronic Voting.**

Communicating Election Results

23. Once voting closes, all ballots from every polling station will be transported to one single, designated site where the official tallying will occur. The scrutineers shall count the votes (if applicable). The scrutineers shall compile a list specifying the number of votes received by each candidate and shall report the results to the candidates and to the Election Committee, whereupon the person with the greatest number of votes shall be deemed to be elected. (*By-Law V #12*)

A candidate must provide the Election Committee with a contact number. Local Election Policy is to identify the method of communication to the candidates.

24. In the event of a tie for a position within a bargaining unit, the Bargaining Unit President shall have an additional casting vote in addition to their initial vote. In the event of a tie for any local executive position (any position elected by the Chartered Local Association as opposed to an individual Bargaining Unit or Bargaining Unit site), the Local Coordinator shall have an additional casting vote in addition to their initial vote. (*By-Law V #12*)
25. ONA 34 will issue these official result notifications to both the running candidates and the general membership no later than 12:00 noon on the day following the election.
26. Any changes on the executive listing as a result of an election must be forwarded to the Dues and Membership Services Team by the Chartered Local Association using the Executive Booklet or the Executive Change Form.

Recounts

27. Any candidate may request a recount by e-mail to the Election Committee within forty-eight (48) hours of being informed of the vote results. In such instances, the votes shall be counted again by the scrutineer and the Election Committee (*By-Law V #13*). Note: There are no recounts if electronic voting has been utilized.

Destroying of Ballots

28. If there has not been a request for a recount of the ballots, then all ballots must be destroyed not less than seven days after the election.

Complaints

29. Members should refer any election issues that arise to the Chair of the Local Election Committee. The Chair will also inform the Local Coordinator and the Regional Vice-President of the issue. The Chair can provide direction and/or guidance to candidates and members. If the issue cannot be resolved by the Election Committee, then members should contact the Regional Vice-President. The Regional Vice-President can provide direction and/or guidance to candidates and members.
30. Any member who wishes to make a complaint that ONA's *Election Guidelines* have been breached must do so within seven (7) calendar days of the alleged violation in writing to the Local Election Committee. **The Election Committee may provide direction to the candidate with a view to mitigating the impact of the breach in a timely manner.** If the complaint is about the Election Committee, the member should contact the Regional Vice-President who may refer the matter to the Provincial President for resolution.
31. When a complaint has been received by the Election Committee at the Local, the Election Committee must:

1. Notify the candidates that the Election Committee has received a complaint.
2. The Election Committee will investigate the complaint.

Where appropriate in the circumstances of the complaint, the Election Committee will provide candidates with information about the substance of the complaint and to provide candidates with the option to make written submissions for consideration by the Election Committee. The Election Committee may direct any timeframe for its receipt of written submissions to ensure a timely investigation.

3. The Election Committee, in consultation with the Regional Vice-President, will review the complaint and the results of the investigation. The Regional Vice-President will consult with the Office of the President. If necessary, the Election Committee, in consultation with the Regional Vice-President, may obtain a legal opinion when considering its ruling.

4. If there is no serious violation, the election will continue.

If, following the investigation, the Election Committee determines that there is a violation of the Election Guidelines that the Election Committee determines that can be remediated, the Election Committee may issue directions to candidates or take such actions it sees fit to preserve the integrity of the election including in appropriate circumstances removing the candidate from the Ballot and/or rerunning the election.

5. If it has been determined that a serious violation has occurred that would affect the outcome, the Election Committee may take appropriate action including removing a candidate who has breached the Election Guidelines from the ballot or declare the election null and void and direct that a new election will be re-held from the point of violation.

6. All candidates and the membership will be notified of all Election Committee rulings by the posting of a formal notice.

Permanent Vacancies

32. Local Executive

A. Following an election, if there is still a vacancy on the Local Executive, the **incoming** Chartered Local Association Executive shall appoint, from among the members of the Chartered Local Association who have submitted an expression of interest, a replacement for the term. If the vacancy is a Bargaining Unit President, Unit Representative or Committee Member, the appointment shall be from the appropriate Bargaining Unit (*By-Law IX #2*).

B. Should a member of the Local Executive Committee (including a Bargaining Unit President) resign, die or otherwise cease to act, the Local Executive Committee shall appoint a replacement for the unexpired term from among members of the Chartered Local Association who have submitted an expression of interest. (*By-Law IX #1a*).

Steps to be taken:

- (i) To ascertain which members may be interested in such appointment(s), the Local Coordinator (or designate) will post a notice for 7 days indicating the position(s) that are available and outlining the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc). If the vacancy is for a Bargaining Unit President, then the notice will only be posted in the applicable bargaining unit.
- (ii) Once expressions of interest have been received, the Local Executive Committee shall meet and decide upon which interested member(s) shall be selected to fill the unexpired term. If there is more than one interested member for a vacant position, a vote amongst the Local Executive Committee will be held to make this determination. Candidates for the vacant position will be provided an opportunity to address the Executive Committee at a meeting (at their own expense) for a specific amount of time as determined by the Executive Committee. The Executive Committee will determine if they will meet with the candidates in person or via teleconference. If a candidate cannot attend the Executive Committee meeting she/he may choose to send a letter to be read.
- (iii) After the Local Executive Committee meeting the interested member(s) shall be informed of the decision by the Local Coordinator. A notice will also be posted throughout the Local.

- (iv) Employers should be notified in writing of the name(s) of the member(s) selected to fill the unexpired term. Any resulting changes on the executive listing must be forwarded to the Dues and Membership Services Team by the Chartered Local Association.

Bargaining Unit

A. Following an election, if there is still a vacancy for a unit or site representative or any committee member in the bargaining unit, the **incoming** Bargaining Unit President shall appoint from among the members of the Bargaining Unit (as applicable) who have submitted an expression of interest, a replacement for the term.

B. In the event that a unit or site representative or any committee member in the bargaining unit **(even if they are a member of the Local Executive)** should resign, die or otherwise cease to act, the Bargaining Unit President shall appoint from among the members of the Bargaining Unit (as applicable), who have submitted an expression of interest, a replacement for the unexpired term.
(By-Law IX #1b)

To ascertain which members may be interested in such appointment(s), the Bargaining Unit President will post a notice for a designated length of time (**no less than 7 days**) indicating the position(s) that are available and outlining the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc).

In the event there is no Bargaining Unit President in place to make such appointments, please refer to Policy 23.3 – Assistance to Bargaining Units without a Bargaining Unit President.

Interim Vacancies

In the event that a member of the Local Executive (other than a Bargaining Unit President, Vice-President or Site Representative) is temporarily unable to fulfill her/his union accountabilities due to illness or other leave of absence, then the Local Coordinator may designate an interim replacement. The Local Coordinator may also designate their own interim replacement if necessary. ONA34's First VP shall carry out the duties as assigned by the Local Coordinator and act in lieu of the Local Coordinator in the absence of the Local Coordinator.

In the event that a unit or site representative or any committee member in the bargaining unit is temporarily unable to fulfill their union accountabilities due to illness or other leave of absence, then the Bargaining Unit President may designate an interim replacement. The Bargaining Unit President may also designate their own interim replacement if necessary, in consultation with the

Local Coordinator. If there are concerns with the Bargaining Unit President's replacement, the Local Coordinator may reach out to their Regional Vice-President for assistance. Depending on the anticipated length of the leave of absence, the Bargaining Unit President may choose to issue an Expression of Interest to bargaining unit members in collaboration with the Local Coordinator.

33. New Positions Added Through Constitutional Changes

In the event that the Constitution is amended to require the addition of a new Local Executive and/or Bargaining Unit position during the current term, a member may be appointed to such position by the Local Executive or Bargaining Unit President, as appropriate, following the issuance of an Expression of Interest to membership. Any member so appointed will hold office for the remainder of the unexpired term. The new position will then be elected as part of the regular Local and/or Bargaining Unit election cycle.

34. Resignation prior to taking local/bargaining unit office/position

Should the candidate elected with the most votes resign or otherwise fail to assume their local or bargaining unit office/position prior to the commencement of their term, then the candidate who received the second highest number of votes will be awarded the position. If such resignation occurs after the commencement of the term, then the office/position will be filled in accordance with #32 above.

35. Segregating Ballots

In the event there is a dispute about whether a member is entitled to vote, the member's ballot should be segregated in the manner detailed below.

1. After the ballot has been marked the member will place it in a Secret Ballot envelope and return to the scrutineers.
2. The envelope will be placed in a second envelope with the member's name on it and then deposited in the Ballot Box.
3. Upon completion of the balloting, the Ballot Box is sealed.
4. If it is determined by ONA that the member was properly entitled to vote then the second envelope will be opened, and the secret ballot envelope returned to the ballot box for counting along with the other ballots.

36. ONA34 will not have any mail-in ballots.

ONA LOCAL 34 ELECTIONS: CRITICAL TIMELINE & DEADLINES

Step 1 - Appointment of the Election Committee: Minimum 1 Month Before Step 2.

The ONA 34 Executive Team appoints the Election Committee to oversee the process. This must occur at least **one (1) month prior** to posting the Call for Nominations.

Step 2 - Post the Call for Nominations: Minimum 45 Days Before Election Day (Bylaw 5, #6).

The call for nominations for all positions to be elected takes place **at least** 45 days prior to an election and must be posted in the relevant workplaces (*By-Law V #6*). This notice must include the date, time and place of the election, the positions being contested and the details of the nomination process. Posting of such notices and may include the ONA Bulletin Board, e-mail and local website. The call for nominations must include the time and date by which all nominations must be received and also indicate who on the Election Team the nomination forms must be sent to.

Step 3 - Close of Nominations: Minimum 20 Days Before Election Day (Bylaw 5, #8).

Nomination forms shall be served upon the Election Committee at least twenty (20) days before the date of the election. The Election Committee prepares a Ticket of Nominations, listing all positions being contested and the names of the candidates for each position. **For the Ticket of Nominations and for any other election purposes, the candidates will be listed in alphabetical order by last name, by office.**

Step 4 - Post the Ticket of Nominations: Minimum 10 Days Before Election Day (Bylaw 5, #8).

Posting of such notices and may include the ONA Bulletin Board, e-mail and local website at least 10 days before an election (*By-Law V #8*). The Election Committee should follow up to ensure that the Ticket of Nominations has been posted in all applicable bargaining units.

Step 5 - Step 5: Election Day & Results Notification

- Scheduling: Election Day must be scheduled exactly forty-five (45) days after the initial Call for Nominations (Step 2) is posted, in strict compliance with Bylaw 5, #6.
- Centralized Tallying: Once voting closes, all ballots from every polling station will be transported to one single, designated site where the official tallying will occur.
- Notification Deadline (ONA 34 Protocol): In accordance with Bylaw 5, #12, the Election Committee must formally notify all candidates of the official results. ONA 34 will issue these

official result notifications to both the running candidates and the general membership no later than 12:00 noon on the day following the election.

Step 6 - Deadline to Request a Recount: Within 48 Hours of Notification (Bylaw 5, #13).

Any candidate may request a recount by e-mail to the Election Committee within forty-eight (48) hours of being informed of the vote results. In such instances, the votes shall be counted again by the scrutineer and the Election Committee (*By-Law V #13*). Note: There are no recounts if electronic voting has been utilized.

Step 7 - Destruction of Ballots: Earliest: 7 Days Post-Election

If there has not been a request for a recount of the ballots, then all ballots must be destroyed not less than seven days after the election.

GUIDELINES FOR ONA34 CANDIDATES

1. It is understood that candidates agree to abide by ONA's Local and Bargaining Unit Election Process outlined in this policy.
2. Candidates for office must be a person who has signed a membership application form and currently holds membership entitlements in accordance with article 3.01(c) of the Constitution.

On behalf of each candidate, the Election Committee will facilitate the sending of up to two (2) emails to general membership using the Association's email system. These emails will be sent from the Election Committee Chair.

Individual candidate emails sent to the Election Committee in accordance with this provision do not have a word limit and may include attachments.

Emails will be reviewed and approved by the Election Committee Chair to ensure compliance with the Policy. Candidates are to provide 72-hours notice of the proposed content of their email.

For clarity, candidates who hold Local and/or Bargaining Unit Leadership positions within the Association are expected to continue fulfilling their duties during the election period. If a candidate must use the ONA email system in order to fulfil his/her duties, the candidate must ensure that the emails sent are not directly or indirectly campaign emails. Personal promotion on the ONA email system is strictly prohibited.

Campaign Materials

3. Campaign materials and behavior must not violate the *Human Rights Code*. All such materials and behavior must be truthful, respectful, professional and in good taste.
4. Campaign materials must be posted at all Bargaining Units and Sites, where applicable, in a fair and equitable manner.
5. The consent of the employer must be obtained to post such campaign materials by the Chartered Local Association.
6. Campaign material is not allowed in the voting room.
7. The candidate must ensure the person(s) posting campaign materials must remove all campaign materials.

Campaigning

8. Active campaigning (speaking engagements, distributing materials/ pamphleting, posting materials on websites and or bulletin boards, social media posts (i.e. Facebook, Twitter, etc.), sending group emails, hosting campaign events, etc.) may begin upon the close of nominations and must cease at midnight on the day prior to an election (i.e. no new postings). Campaigning is not allowed to take place at the polling station.

9. ONA34 will be sharing campaign materials in a fair and equitable manner (e.g. on Local Website, Bulletin Board, or sending out via Local email distribution list).
10. Candidates must not utilize the ONA email system or any ONA contact lists for the purpose of campaigning. For clarity, candidates who hold Local and/or Bargaining Unit Leadership positions within the Association are expected to continue fulfilling their duties during the election period. If a candidate must use the ONA email system in order to fulfil his/ her duties, the candidate must ensure that the emails sent are not directly or indirectly campaign emails. Personal promotion on the ONA email system is strictly prohibited.
11. Candidates must stop canvassing at midnight on the day prior to an election, and campaigning is not allowed to take place at the polling station.
12. The candidates may only be at the polling station to cast their votes and must not be present during the counting of the ballots.

Executive Support for Candidates

13. An Executive member of a Local (who is not on the Election Committee) may publicly support the candidate of her or his choice.

APPENDIX 1

SAMPLE CALL FOR NOMINATIONS

Instructions to Members of Local 34

Date _____

NOMINATIONS OF CANDIDATES FOR ELECTION

1. The Election Committee have nomination forms for the following positions:

(List the positions)

Should you be interested in running for one of the above positions please

contact (insert name) at (insert email address).

2. Nomination Forms must be FULLY completed and RECEIVED by the Election Team

no later than (insert date) .

3. A Ticket of Nominations will be sent to members on (insert date) by the Election Team.

Date of Election _____

Time of Election _____

Place of Election _____

APPENDIX 2

SAMPLE NOMINATION FORM



NOMINATION FORM

PLEASE PRINT ALL INFORMATION CLEARLY

NOMINEE INFORMATION

Nominee Name: _____

Site and Unit: _____

ONA Membership #: _____

Position Running For: _____

CONTACT INFORMATION (For Election Results)

Phone Number(s): _____

Personal Email Address: _____

NOMINATION DETAILS

Nominated By (Name & Signature): _____

Nominator ONA #: _____

Seconded By (Name & Signature): _____

Seconder ONA #: _____

NOMINEE ACCEPTANCE

I accept the nomination for the position indicated above.

Nominee Signature: _____

Date Signed: _____

SUBMISSION INSTRUCTIONS

Send the fully completed Nomination Form, including your ONA membership number, to:

Elections Committee – ONA34

Email: _____

APPENDIX 3
SAMPLE BALLOT

DATE: _____

ONA34 ELECTION BALLOT

LOCAL COORDINATOR

Candidate Name (Alphabetical by last name)

Candidate Name

SECRETARY-TREASURER

Candidate Name (Alphabetical by last name)

Candidate Name

BARGAINING UNIT PRESIDENT

Candidate Name (Alphabetical by last name)

Candidate Name

ANY ADDITIONAL LOCAL/BARGAINING UNIT REPRESENTATIVES

INITIALS

The scrutineer must initial each ballot. There will be one ballot per person. No voting by proxy.

APPENDIX 4

SAMPLE OF SCRUTINEER TALLY SHEET

TOTAL NUMBER OF BALLOTS DISTRIBUTED _____

TOTAL NUMBER OF VOTES CAST _____

TOTAL NUMBER OF BALLOTS SPOILED _____

NAME OF CANDIDATE (S) _____

TOTAL NUMBER OF YES VOTES _____

NAME OF SUCCESSFUL CANDIDATE _____

SIGNATURE OF SCRUTINEER _____

APPENDIX 5

SAMPLE EXPRESSION OF INTEREST FORM

Ontario Nurses' Association (ONA)

ONA34 Expression of Interest Form

Position or Committee: _____

Name: _____

Contact Number: _____

E-mail address: _____

Site and Unit: _____

ONA Membership #: _____

1. Briefly explain why you wish to be a insert name of position or committee:

2. Please indicate any of your experiences, education and interests that would make you an effective insert name of position or committee:

Deadline for submission: insert date

Submit completed applications to insert email address

You will receive a confirmation of receipt of this application from insert email address

APPENDIX 6

ACTION PLAN - LOCAL AND/OR BARGAINING UNIT ELECTION PROCESS

Note: The Local Coordinator/Local Election Committee/Bargaining Unit Election Committee (as appropriate) should ensure that the following steps in the election process are followed in each Bargaining Unit:

What	Who is responsible	When will get done
1. A) Elect a Local Election Committee of 3 or more members B) Appoint Bargaining Unit Committee(s) if allowed by Local policy	Local Executive Team/Bargaining Unit Leadership Team	
2. Post the names of Election Committee in all BU or BU sites along with information on where members can access Guide to Elections, Role of Committee, How to file a Complaint, Local Election Policies		
3. Determine the positions that are up for election. (Jan. 1 to Dec. 31 of third year)		
4. Determine the date, time, and place for elections (must be completed on or before November 1)		
5. Prepare notice of election including date, time, place(s), positions, details of process		
6. Post notice – Call for Nominations - in all relevant workplaces (Sept 17 if election held November 1)		45 days prior to date of elections
7. Have nomination forms available		
8. Receive nomination forms		20 days prior to elections
9. Notify the Local Coordinator if there are any positions where a nomination form has yet to be received		One week prior to close of nominations
10. Review all nomination forms in accordance with the Election Process #8 (re: Entitlement status, etc.)		Upon receipt of form
11. Ensure polling stations for each BU and/or site are set up		Upon close of nominations

What	Who is responsible	When will get done
12. Prepare Ticket of Nominations – all positions, all candidates		
13. Post Ticket of Nominations		Minimum of 10 days before elections
14. Obtain current MIRE from Dues and Membership Services Team, Manager, Membership Records		Minimum 5 business days before election
15. Make necessary arrangements for polling stations (secure sites)		
16. Prepare Ballots		
17. Appoint scrutineers (2 per polling station)		
18. Check certified list of members entitled to vote for membership entitlement		
19. Check membership cards at polling stations		
20. Initial ballots		
21. Count Vote		
22. Compile list of candidates and votes		
23. Post lists in all bargaining units and/or sites		
24. Recount votes if required		Within 48 hours
25. Destroy ballots		Not less than 7 days after election
26. Communicate results to candidates		
27. Communicate results to membership		
28. Communicate results in writing to employer		
29. Forward changes in leadership to Dues and Membership Team		ASAP
30. Appoint to fill vacancies		

APPENDIX 7

ONA 34 LOCAL STRUCTURE

- The Local Coordinator is elected by and from members of the Chartered Local Association, on the basis of one vote per member.
- The ONA34 Vice Coordinator position will be held by one of the elected BUPs, as determined by the Local Executive.
- Bargaining Unit Presidents and other Bargaining Unit representatives within Multi-Bargaining Unit Locals are elected by and from the membership of the Bargaining Unit, on the basis of one vote per member.
- The **First Vice-President** is not an elected position in ONA34. It is appointed by the LC from the elected Executive Members.
- **Site Rep** position (CVH/ M/ Q) is not an elected position in ONA34. It is appointed by the LC from the elected Executive Members.
- **Members who work in more than one (1) Bargaining Unit within the same Local shall only be entitled to one (1) vote for any Local Executive Officer position.**

ONA34 Positions to be Elected:

- Local Coordinator
- Bargaining Unit President – 1 for Nurses/ 1 for Healthcare Professionals
- Secretary-Treasurer
- VP Grievance
- VP Human Rights and Equity
- VP Health and Safety/ Workload McCall
- VP Health and Safety M-site
- VP Health and Safety CVH
- VP Health and Safety/ Workload Q-site
- VP Workload CVH
- VP Workload M Site

Nursing Committees:

- Negotiations - LC/BUP + First VP + Sec-TR + 1NP + 3
- Labour Management/ HAC – LC/BUP + VP Grievance + 1 CVH + 1 Q-site + 1 M-site
- Grievances - LC/BUP + VP Grievance + 1 CVH + 1 Q-site + 1 M-site
- Health and Safety - VPs from M, Q, and McCall
- Workload and Professional Responsibility – LC/BUP + Workload VPs
- Safe Return to Work/Accommodation – LC/BUP + VP Grievance + Secretary-Treasurer, and Executive Members as required
- Human Rights and Equity – VP HR&E, 1st VP and LC/BUP

Healthcare Professional Committees:

- Negotiations - BUP + 1FT + 1PT
- Labour Management/ HAC - BUP + 1FT + 1PT
- Grievances - BUP + 1FT + 1PT
- Health and Safety - BUP + 1Rep
- Workload and Professional Responsibility - BUP
- Safe Return to Work/Accommodation – BUP
- Human Rights and Equity – BUP and LC

APPENDIX 8

GUIDE FOR LOCALS CONSIDERING ELECTRONIC VOTING

Overview of Electronic Voting

Electronic voting is -defined as the use of internet and/or phone-based technology via an electronic voting service provider as a supplement to, or replacement for the traditional paper ballot and ballot box. Web-based voting is the most popular type of electronic voting and is also the most cost effective. This is the recommended method to use if you are considering the use of electronic voting for your Local.

The details outlined in this guide are based on the services and support provided by ONA's recommended online voting company – Simply Voting.

Benefits of Electronic Voting

- Electronic voting can increase efficiency of your voting process by eliminating the need to setup polling stations and since the votes cast are tabulated in real time, the results of the election are available immediately after your pre-determined end date and time.
- There is no need to count ballots, nor any risk of spoiled ballots or anyone voting more than once for the same candidate.
- Once a ballot has been cast, the voter (also known as the elector) is prevented from voting for the same candidate again even if you decide to utilize a combination of web-based and telephone voting.

Cost of Electronic Voting

There are a number of election options that affect the overall cost as follows:

Self-Managed Election: The lowest cost option is a self-managed, web-only election. The self-managed option allows for the designated Local individual or individuals (recommended no more than two) to log in to their election management system, upload the list of voters and set the start and end dates of the election. To run an election of this type for 1,000 voters would cost approximately \$675.00 plus applicable taxes. (See below re additional mailing costs.)

Managed Election: Managed elections involve an assigned election manager at the service provider to assist with the creation and ongoing support of the election from start to finish. The estimated cost for a managed election of 1,000 voters would start at around \$1000.00 per election but will vary depending on the amount of support required. It is recommended that Locals new to online elections or Locals with very large and complicated Locals utilize the managed election option.

Mailing Costs: In addition, mailing of information to your membership will be required in order to inform them how they can cast their vote, as well as provide them with a secure PIN/Password generated by the voting company, which they will need in order to access the voting system. The estimated cost will vary depending on the number of members in your Local.

Use of Email to communicate PIN/Password: Mailing of the secure pin/password is the best way to ensure confidentiality in an election. However, as part of a managed election, the Local may have Simply Voting email secure pins/passwords directly to members eligible to vote. If utilizing this method, it will be important for the Local to maintain an up-to-date database of members' personal email addresses. The Local should therefore request a copy of the Membership Information Report Excel (MIRE) well in advance of the election.

Note: PINs/Passwords should be communicated either by mail or by email but not by both methods.

It is recommended that Locals, review the "Master List" for any employer email accounts and seek personal email updates, review and update the members on the MIRE tab titled "Missing Email" then send out an early email to members to test the general email accuracy and make the necessary updates. **See Appendix 8A for more information re "Use of online services for Election Related Email Communications."**

A notice can also be posted informing members that election voting pins are going to be sent out via email and that the members are responsible for ensuring that ONA has their current personal email address on record. **See Appendix 8B for sample notice.**

What is needed to set up and run an online election?

Election Team: An online election has many of the same requirements as a standard election as outlined in the ONA Constitution under Bylaw V, which includes the establishment of an election team that will be responsible for gathering and compiling the voter and candidate information needed to setup the online election.

Administrators: At least one and no more than two members of the election team would be designated as the "administrators" of the online election and would be responsible for the uploading of information to the service provider, as well as liaising with the voting service representatives regarding member voting support and ongoing management of the election. Administrators must be individuals who are not running in the election being held and do not have any real or perceived conflict of interest in the outcome of the election. Additionally, it is advised to have one of the administrators designated as the Chief Electoral Officer for the election, and that their contact information be included in the communication plan for the election so that members know who to contact if they have problems casting their vote.

Voter Information: The voter information would be contained in a spreadsheet that can then be uploaded to the voting site. Alternatively each voter record can be entered one at a time, but it would be a very time-consuming process. Each voter record would need to contain the following required information separated into individual columns:

- Unique ID (typically member ID)
- Name (First and Last name in separate columns)
- Home mailing address
- Segmentation information (listing of each position that each member can vote for)

Segmentation: The use of segmentation allows election organizers to define different levels of voting access for each voter within a single unified election. An example would be if you are organizing an election for all elected positions of your Local, positions that should be voted on by all members, such as Local Coordinator, and there are other positions, such as a Bargaining Unit President, Site Representative or Unit Representative, which should only be voted on by the members from that particular Bargaining Unit, Site or Unit.

Data Collection and Preparation

A data extract of your Local's member information can be provided by the ONA Dues and Membership Team, which will contain the basic information needed to prepare your voter data to be uploaded to the voting system.

When the voter information is segmented, the voter is only presented with the voting choices they are allowed, and they do not see the choices for which they are not entitled to vote. Segmentation serves to streamline the voters' choices and will help to ensure accurate voting outcomes.

The Dues and Membership Team captures and manages limited data on membership for Locals – they can identify which Bargaining Unit a member belongs to but not the actual site or unit. If you require further segmentation for positions that are not maintained by Dues and Membership, it will have to be entered manually by your election team into the data extract provided before it is uploaded into the voting system.

Depending on the size of your Local, you will want to request a copy of the extract from the Dues and Membership Team far enough in advance of your vote to give your election team the time they need to add any required segmentation. Some Locals may be able to obtain the required information from their employer, which is an option to consider if available.

How to get started

If your Local is interested in having your Local voting done electronically, please contact David Laxdal, Manager, ONA Information Technology Team (ITT) at DavidL@ona.org, or by phone at (416) 964-8833, ext.2326, or toll free at 1-800-387-5580, ext.2326.

Note: An action plan specific to conducting electronic elections can be found at Appendix 8C.

APPENDIX 8A

USE OF ONLINE SERVICES FOR ELECTION RELATED EMAIL COMMUNICATIONS

Locals that decide to conduct their elections electronically may opt to utilize an online mass email service, also known as an email marketing service, to get their message out to membership. Services like these can be used by your Local to communicate with your members on a regular basis and do not have to be limited to Election communications.

One recommended service available online is called MailChimp. This service allows for the setup of a free account that can be used to send messages out to a maximum of 2000 contacts per message. If your local membership exceeds 2000 members there are plans available starting as low as \$13/month that allows for messages to go out to a maximum of 50,000 contacts per message.

Within the context of a Local Election, this services would be used to communicate the election details to your membership, who is running for what positions, links to the Candidates information (if available), the start and end date of the election, who they can contact for further information on the election or support for any issues they may encounter through the election/voting process, when they would expect to receive their voting email and secure login information from SimplyVoting, to communicate out the results of the election, etc.

For further information on MailChimp and the services they provide, please navigate to the website at <https://mailchimp.com/>.

APPENDIX 8B

SAMPLE NOTICE

The Election Team has decided to utilize electronic voting for the upcoming elections for ONA Local and Bargaining Unit positions. We will be using an electronic voting service provider to ensure the integrity and confidentiality of the vote. The provider will be emailing secure pins/passwords to all members with entitlements to vote in the election.

It is therefore important that the Local has your current personal email address on record (note that employer email addresses will not be used) in order for you to receive the voting information.

At least 45 days prior to the election period we will post the Call for Nominations listing the positions being contested and the details of the nomination process.

We will be sending out an email to test the general accuracy of our database and then make any updates. Any updates to your email address or other personal information (address, phone number) can be sent to:

Name of Administrator Email
address

APPENDIX 8C

ACTION PLAN

LOCAL AND/OR BARGAINING UNIT ELECTION PROCESS FOR ELECTRONIC VOTING

Note: The Local Coordinator/Local Election Committee/Bargaining Unit Election Committee (as appropriate) should ensure that the following steps in the election process are followed in each Bargaining Unit:

What	Who is responsible	When will get done
1. A) Elect a Local Election Committee of 3 or more members. B) Appoint Bargaining Unit Committee(s) if allowed by Local policy	Local Executive Team/BU Leadership Team	Click to insert text
2. Designate at least one and no more than two members of Election Committee to be “administrators” of the online election (Chief Electoral officer and back-up.)		
3. Post the names of Election Committee in all BU or BU sites along with information on where members can access Guide to Elections, Role of Committee, How to file a Complaint, Local Election Policies.	Click to insert text	Click to insert text
4. Determine the positions that are up for election. (Three-year term commencing Jan 1)	Click to insert text	Click to insert text
5. Determine the voting period (shall not be more than seven calendar days). (Must be completed on or before November 1)	Click to insert text	Click to insert text
6. Confirm that will be using a “managed election” (with the service provider assigning an election manager to work with)		
7. Request a copy of the MIRE from ONA Dues and Membership well in advance of the election - *timing depends on level of clean-up needed -see “Timing Considerations MIRE and Simply Voting List” document.		*Minimum 90 days in advance of election?
8. Review the MIRE for any employer email accounts and seek personal email updates		
9. Send early email to members to test the general		

What	Who is responsible	When will get done
email accuracy and make necessary updates. Recommend using 3 rd party email validation system (e.g. Mail Chimp)		
10. Provide updates on MIRE in red font to memberchanges@ona.org Allow 2-3 weeks to process (prior to requesting your voter list)		
11. Request Simply Voting List for segmentation work- timing will depend on need and extent of additional segmentation work -if adding segmentation need to balance data clean-up in UMS on voter list and time needed for segmentation. (Also request an updated MIRE to support voter questions)		
12. Contact Simply Voting as soon as you have confirmed a need for an election (minimum 20 days prior to election start date). Include confirming arrangements and process to manage additions to the voter list during the election along with identifying additional segmentation.		
13. Prepare notice of election including voting period, positions, details of process. Include that voting pins will be sent out via email and that members are responsible for providing their current personal email.	Click to insert text	<u>Minimum 60 days prior to election</u>
14. Post notice - Call for Nominations - in all relevant workplaces.	Click to insert text	45 days prior to date of election
15. Have nomination forms available	Click to insert text	Click to insert text
16. Receive nomination forms	Click to insert text	20 days prior to elections
17. Notify the Local Coordinator if there are any positions where a nomination form has yet to be received	Click to insert text	One week prior to close of nominations
18. Review all nomination forms in accordance with the Election Process #8 (re: Bonafide status, etc.)	Click to insert text	Upon receipt of form

What	Who is responsible	When will get done
19. Complete Simply Voter list (including segmentation)	<u>Election - Administrator(s)</u>	Upon close of nominations
20. Prepare Ticket of Nominations – all positions, all candidates. Done by Election Team.	Click to insert text	Click to insert text
21. Post Ticket of Nominations. BU President or designate. Posting is confirmed by Election Team.	Click to insert text	Minimum of 10 days before elections
22. Voter information from updated spreadsheet to be uploaded to the voting site-election team to coordinate with Simply Manager assigned.	Click to insert text	Click to insert text
23. Obtain a list of test accounts from Simply Voting election manager and conduct a test of the online voting system to ensure all of the information is accurate, is displayed properly and the system is accurately logging votes once cast.		
24. Simply Voting to email secure pins/passwords to members. Election Administrator(s) to coordinate voter support and question handling-PIN's during the voting period.		
25. Receive list of candidates and votes from Simply Voting upon close of voting period.	Click to insert text	Click to insert text
26. Post election results in all BU and/or sites.	Click to insert text	Click to insert text
27. Communicate results to candidates.	Click to insert text	Click to insert text
28. Communicate results to membership.	Click to insert text	Click to insert text
29. Communicate results in writing to employer.	Click to insert text	Click to insert text
30. Forward changes in leadership to memberchanges@ona.org	Click to insert text	Click to insert text
31. Appoint to fill vacancies	Click to insert text	Click to insert text

APPENDIX 9

ATTESTATION BY LOCAL ELECTION COMMITTEE CHAIR

I _____, Local _____ Election Committee Chair, hereby attest that we have followed the election process in accordance with ONA's Constitution and Local and Bargaining Unit Election Policy.

1. An election date was set for _____

2. Call for nominations was posted in all bargaining units (at least 45 days prior to the election date) on _____

3. The Ticket of Nominations was posted in all bargaining units (at least 10 days prior to the election date) on _____.

4. If necessary, an election will be held on _____

Or

All candidates were acclaimed to their positions and no election was necessary.

Signed _____

Date _____

APPENDIX 10

ATTESTATION BY BARGAINING UNIT ELECTION COMMITTEE CHAIR

I _____, Bargaining Unit Election Committee Chair for _____, hereby attest that we have followed the election process in accordance with ONA's Constitution and Local and Bargaining Unit Election Policy.

1. An election date was set for _____
2. Call for nominations was posted in the bargaining unit (at least 45 days prior to the election date) on _____
3. The Ticket of Nominations was posted in the bargaining unit (at least 10 days prior to the election date) on _____.
4. An election was held on _____

Or

All candidates were acclaimed to their positions and no election was necessary.

Signed _____

Date _____