

Policy - Elections of the Executive

The Executive of the Hanover Teachers' Association shall be elected according to this Policy.

Eligibility

Members of the Hanover Teachers' Association may (a) run for office, (b) nominate other Members for positions on the Executive, (c) and may vote for a candidate running for an Executive position, providing that the Members meet the requirements as outlined in MTS Policy.

Election Officials

- The Immediate Past President shall be the **Chief Returning Officer (CRO)**. If the Immediate Past President is unable to serve, then a Member shall be appointed by the current Executive. (11.01a)

Duties - The Chief Returning Officer shall:

- Inform the membership of the Call for nominations
 - Verify that all nomination forms submitted by candidates for the position of president contain signatures of eligible Members.
 - Publish the names of bona fide candidates to the membership as they become known.
 - Immediately following the close of nominations, report to the membership the names and corresponding contested position of those nominated as well as any nominees elected by acclamation.
 - Arrange for each candidate's name to be placed in alphabetical order on a ballot for the relevant position.
 - Conduct a secret ballot vote for the contested positions.
 - Count the votes with the assistance of the members of the Nominations Committee and/or Deputy Returning Officers.
 - After counting of the ballots, announce the results
 - Supervise the destruction of the ballots no earlier than one week after the election or as determined by motion of Council. (11.03i)
 - In the case of a tie, a conduct a recount of all ballots cast. If the count remains a tie, conduct a run-off election within one week of the original election. (11.03h)
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- School Representatives (Council Members) or alternates shall be the **Deputy Returning Officers (DRO)** within their respective schools/units. (11.01b)

Duties – the Deputy Returning Officers shall:

- Notify Members within the school/unit of the upcoming election(s), forwarding information from the CRO to the Members.
- Notify Members of the date, time and location of the polling station for any upcoming election.
- Copy ballots as determined by the CRO in preparation of the election
- Prepare a sealed ballot box to be used at the polling station.
- Conduct the election by secret ballot within the school/unit on the day of the election
- Deliver, or arrange for the delivery of, the sealed ballot box to the CRO by 6 pm on the day of the election.

- A **Nominations Committee**; the CRO as chairperson plus 4 additional members, shall be appointed by the current Council. (11.01c)

Duties – The Nominations Committee shall:

- Seek out eligible Members of the Association to run for Executive positions.
- Assist in the carrying-out the of the duties of the CRO
- Assist with/witness the counting of the ballots under the direction of the CRO

- Seek out eligible Members to be identified for the selection of positions of Council

Terms of Office

Each Member of the Executive shall be elected for a two (2) year term, commencing August 1 of the year of election until July 31 two years hence. (11.03g). There are no limits to the number of terms a President, or any other Member of the Executive, may serve. (B18)

Election of the Executive positions shall follow the rotation outlined below:

Odd Numbered Year	Even Numbered Year
President – table officer	Secretary – table officer
Vice President – table officer	Employee Benefits Chairperson
Treasurer – table officer	Collective Bargaining Chairperson
Education Finance Chairperson	Professional Development Chairperson
Equity and Social Justice Chairperson	Public Relations Chairperson
	Workplace Safety and Health Chairperson

Timeline of Elections

The process of the election of HTA Executive shall for the timeline below.

	President	Remainder of Executive
Call for Nominations:	March 1 st	May 1 st
Close for Nominations:	the 3 rd Friday of March	the last Friday of May
Date of Election:	the 2 nd Thursday of April	the 1 st Thursday of June

Nomination Procedures and Campaigning

1. **Call for Nominations:** The CRO shall inform Members of any elections to be held, call for nominations identifying the positions up for election and identify the date and time that nominations must be received by the CRO.
2. (a) **Nominations for President:** Eligible Members may be nominated for the position of President as long as the nomination is supported by fifteen (15) other Members; no less than five (5) of which are Members from a school other than that of the nominee and no less than two (2) of which are current Council Members. The nominee accepts the nomination in writing no later than 4 p.m. on the date of the close of nominations.
 (b) **Nominations for non-President positions:** Eligible Members may be nominated for Executive positions other than that of the President by informing the CRO of their wishes to accept the nomination for the specified position on the Executive. The nominee accepts the nomination in writing no later than 4 p.m. on the date of the close of nominations.
3. **Campaigning Period:** Upon completion of the verification of the nomination form for the position of President, or receipt of nomination for non-President positions, the CRO shall notify the candidate that the nomination has been accepted and campaigning may commence. The Membership of the Association shall be informed of any nominated candidates as they become known. All campaigning shall cease at midnight prior to the date of election.
4. **Candidate Information:** Candidates for Executive positions may submit a photograph, biography, and election statement (both of which shall not exceed two hundred fifty (250) words in total) to the CRO. Candidates may also include contact information should an eligible Member wish to seek

further information from the candidate. The CRO shall arrange for the submitted material to be made available to the membership.

5. **Guidelines for Campaigning:** All campaign activities and information must be consistent with the MTS Code of Professional Practice, and follow a high standard of inclusive and respectful themes, content and behaviour. Campaigning activities should be conducted so as NOT to disrupt the day-to-day teaching activities/duties of Members. With the exception of duty-free lunch hour, campaigning during regular school hours should be avoided. Any candidates in breach of the campaigning policies of the Association will be subject to the ruling of the Nomination Committee. Disciplinary action may result on the disqualification of the candidate from the election.

Election Procedures

Ballots – Ballot forms shall identify candidates only by name. Names of candidates shall be arranged in alphabetical order. Any ballot on which the intention of the voter is clear and evident shall be counted. The validity of all questionable ballots shall be determined by the CRO and DRO.

Prior to the date of the election, the DRO shall identify the date, time and location of the polling station within the respective school/unit. The DRO may not actively campaign for any of the candidates in order to maintain the impartiality of the vote.

On the day of the election, the DRO shall conduct the election within his/her respective school/unit by allowing eligible Members to cast a secret ballot. The DRO may cast a ballot.

The DRO shall arrange to return the ballots to the CRO by 6 pm. (11.03b)

The CRO shall supervise opening of the ballot boxes and the counting of the ballots. (11.03c)

The successful candidate for each contested position will be the candidate with the greatest number of votes cast. (11.03f)

In the case of a tie, a recount of all ballots cast shall be made. If the count remains a tie, a run-off between the tied candidates will be called by the CRO to be held within one week of the original election. (11.03h)

A report of the election results shall be made by the CRO to the membership upon completion. (11.03c)

Current Policy reads as follows...

B22 Voting Procedures and Regulations

1. All positions on the Hanover Teachers' Association Executive shall be two years in length, from August 1 to July 31, with rotation every other year:

Odd Year Elections shall be for the positions of:

President

Vice President

Treasurer

Education Finance

Equity and Social Justice

Even Year Elections shall be for the positions of:

Secretary

Employee Benefits

Collective Bargaining

Professional Development

Public Relations

Workplace Safety & Health

Election procedures for executive members are outlined in Article 11 of the Constitution.

2. a. Council Meetings: Only representatives, or duly appointed alternates, and table officers of the Executive present at a duly constituted meeting of the Council shall vote on any matter placed before the Council. The decision of a simple majority shall constitute the decision of the Council.

b. Executive Meetings: A quorum at an executive meeting shall be a majority of the elected members of the Executive Committee. The decision of a simple majority shall constitute the decision of the Executive.

3. A simple majority is required for the ratification of the collective agreement.

4. The benchmark of percentage of votes required for a vote on anything that financially impacts the members, shall be 60% of votes cast.

5. All other votes shall be a simple majority, unless a motion at Council is carried otherwise.