

PROCEDURES III – ELECTION PROCEDURE

POSITIONS ON THE EASTERN ONTARIO OECTA UNIT EXECUTIVE

1. UNIT PRESIDENT (100% release time)
2. CHIEF EXECUTIVE OFFICER (from teaching panel opposite to that of president; to be voted on by teachers of corresponding teaching panel; this position will involve attending and voting at provincial Council of Presidents meetings)
3. UNIT SECRETARY
4. UNIT TREASURER
5. 2 COUNCILLORS PRESCOTT – RUSSELL (PR teachers vote)
6. 2 COUNCILLORS STORMONT, DUNDAS, & GLENGARRY (SDG teachers vote)
7. 2 COUNCILLORS LANARK, LEEDS, & GRENVILLE (LLG teachers vote)
8. PAST PRESIDENT
9. OCCASIONAL TEACHERS’ REPRESENTATIVE (teachers on system OT list vote at the OTBU UGM)
10. TEACHER WELFARE OFFICER (Non-voting member)

THE ELECTION PROCEDURE

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| 1. January/February | Nomination forms go out to membership (Appendix A) |
| 2. March 31 | 5:00 p.m. deadline for submission of nomination forms |
| 3. First week of April | Slate of candidates advertised to membership (newsletter with biographies and photos of candidates to follow within two weeks) |
| 4. Within two weeks | All Candidates Meeting at the Spring Assoc. Rep/ General meeting |
| 5. Last week of April | First Tier Election for Unit President |
| 6. Two calendar days later | Membership notified of successful candidate for President (fax/email to all schools and sites) |
| 7. Within seven calendar days of Unit President election | 5:00 p.m. deadline for unsuccessful Presidential candidates to step down to run for any “Tier Two” positions. (notification to the Elections Chair)
5:00 p.m. deadline for CEO candidates who are disqualified from running because they are from the same panel as President to declare step down to run for any of the Second Tier Positions. |
| 8. Next day | Notice to schools of revised slate of candidates for Second Tier Election (fax/email to all schools and sites) |
| 9. Second week of May | Election of CEO, Secretary and Treasurer. |
| 10. Two calendar days later | Announcement to membership of successful candidates (fax/email to all schools and sites) |
| 11. Within seven calendar days | 5:00 p.m. deadline for unsuccessful CEO, Secretary or Treasurer candidates to declare for any remaining positions (notify Elections Chair) |
| 12. Next day | Notice to schools of revised slate of candidates for remaining positions (fax/email to all schools and sites) |
| 13. First week of June | Third Tier Election: All Remaining Positions: Two Councillors Prescott-Russell, Two Councillors Stormont, Dundas & Glengarry, Two Councillors Lanark, Leeds & Grenville. |
| 14. Two days later | Announcement to membership of successful candidates (fax/email) |

Campaign Procedures and Rules:

- There will be 3 tiers of voting: 1 – President; 2 – CEO, Treasurer, Secretary; 3 – Councillors.
- Unsuccessful candidates from tier 1 and tier 2 elections can step down to run for other positions.
- Biographies will be faxed to schools, emailed to individual teachers and posted in the members only section of our local website by the Elections Committee, at the beginning of the election process.
- Candidates are not permitted to use OECTA logos on any election material.
- Candidates may submit a poster and/or flyer and any additional materials (e.g. Promotional items, etc.) to the Elections Chair for approval in the first 2 weeks after the beginning of the election process. Regardless of step downs, a candidate's material will only be approved at this time by the Elections Committee.
- Immediately after the 2-week approval period, posters and/or flyers approved by the Elections Committee will be posted in the members only section of our local website and will be sent to schools via the "pony" to be posted on the OECTA bulletin board in each school.
- Candidates can expend up to \$500 for campaigning. The distribution of promotional materials other than the biography, poster and/or flyer, will be at the expense, and responsibility of the candidate.
- An itemized expense form must be submitted to the Elections Committee at the end of the election process.
- Materials sent to schools shall be distributed by the Staff Rep.
- When visiting schools in an election year, Unit Officers will refrain from discussing elections materials and will direct any election related questions to the Chair of the Elections Committee.
- Campaign speeches at the All Candidates Meeting will be limited to 3 minutes.
- All candidates will have the opportunity to answer all questions asked. Responses will be limited to 1 minute in length.
- Question period shall be limited to 10 minutes for President, 10 minutes for CEO, Secretary and Treasurer and 10 minutes for Councillors.
- All campaigning must be done in the interests of the Association.
- Photocopying is not to be done at the OECTA unit office, school or any board worksite.
- Candidates for election should not be involved in the preparation of voting lists.
- A member of the Election Committee will be available on voting days to assist the Elections Chair and to address any concerns that may arise.
- Each election will take place over 2 days.
- Throughout each election, members who have not voted will receive reminders until voting closes.
- If a vacancy occurs during the term of officer, the Executive shall notify the membership immediately and accept applications from the membership to fill the vacancy. The Executive may appoint a replacement to the vacancy, but shall give consideration to holding an interim election.