

Local Elections

STANDARD IN-PERSON INSTRUCTIONS



The following is provided as general information, in preparation for your Local elections using the Standard In-Person process. Nomination and election of Officers may begin January 1 and must be carried out no later than April 30 in the calendar year, the full process can be found on the HEU website at: <https://www.heu.org/local-elections>.

Local Responsibilities

1. Specific rules regarding the nomination period or process, electioneering, or election processes must be passed by the local at a meeting with quorum 30 days in advance of the election OR be defined within the local by-laws.

Where these rules are not defined by the local, they may be set by the Provincial Executive to ensure that the process is constitutional and fair.

a. Nominations:

- **In-person election meeting:** Nominations are made at the election meeting and members unable to attend for legitimate reasons may submit their nomination in writing at any time before nominations close. Election day notice 7 days in advance is all that is required.

OR

- **Nomination period:** Notice for a self-nomination period of time may be posted prior to the election for an in-person or virtual ballot box. (**See: Local Election Nomination Notice**).

If not a self-nomination, the candidate must be present at the meeting to accept.
The RVP can determine if the nominations remain open until the election begins.

b. Electioneering:

- Campaign rules may be considered such as the opportunity to have a candidate forum, or speeches, or to post bios on the Union board, etc...

1. Choose an election date and time

- The Local will set the date and time for the election which **must** be held by the end of April as indicated in the Constitution and By-Laws.
- The Local **must** provide 7 days advanced notice of the election meeting to members.
- Where there are multiple sites, the local should provide notice to every site in as many ways as possible.

2. Locals must determine the list of members eligible to run

- To be eligible, members must have attended at least 50% of the regular meetings held by the Local in the 12-month period prior to nomination.
- A member may submit written notification of a legitimate absence for a meeting and will be credited with attendance at that meeting (the limit is 2 absences in a 12-month period). The letter of notification must have been in the Local's possession within 10 days of the meeting that was missed. See Article 4 for further details about eligibility.
- Members who have not attended 50% of the previous 12 months' meetings may run for a position on the Local executive but **only if there are no eligible members running for that executive position.**

3. Locals will determine who the Election Officer is that will run the election

- A non-candidate assigned by the Local Executive may run the election. This person may be the Regional Vice-President, a Local member, or a knowledgeable guest. If the Elections Officer or Scrutineer is a candidate, the election is not valid.

4. Identify which positions need to be elected

- Check the Local By-Laws for adjustments to the executive positions that have been approved by the Provincial Executive.
- Also determine if the Senior Trustee position is vacant. If yes, Locals will need to elect 3 trustees. Ask the RVP if this information is not known.

5. At the Election meeting

1. A list of eligible members and the attendance book **must** be available by the local at the start of the meeting.
2. All self-nominations from members received in writing must be made available.
3. Provide a list of the positions requiring an election, and the Local By-Laws which outline approved structure must be available.
4. Elections Officer will take the chair and call for at least 2 Scrutineers before the election. Scrutineers will be instructed to distribute, collect, count ballots privately, and report the results.
 - Scrutineers must not be running for any executive position. If a scrutineer changes their mind and decides to run for an executive position, then the chair should ask for a volunteer to replace that scrutineer. The new Scrutineer continues for the remainder of the elections.
 - The membership should approve the appointment of Scrutineers by motion.
5. Elections Officer will “open the floor” for nominations for each executive position from members in attendance. The names of those nominated should be written on a board or sheet of paper at the front of the room, in the order they were nominated.

6. Elections Officer will add any self-nominations submitted in writing.
7. Elections Officer will ask those nominated if they are willing to stand for office, in reverse order. Self-nominated members are automatically considered accepted.
8. If more than one eligible member accepts nomination, an election is required by secret ballot.
9. If there is only one eligible member accepting nomination, they are declared elected by acclamation.
 - Note: Quorum is required for acclamations unless there is a duly posted nomination period.
 - If there are no eligible candidates running for the position, the election is open to ineligible members.
10. When an election is required, the Elections Officer will call for the doors to be closed (tiled). The warden can allow people to leave, but cannot let anyone enter while the doors are tiled. **Note: Quorum needs to be maintained in order for any election to proceed.**
11. Election Officer to instruct members to stay seated and quiet during the voting process, fill out their ballots, fold in half, raise above their heads if able, or otherwise indicate they are done.
12. The Scrutineers distribute ballots.
13. Members vote, including the scrutineers and all executive officers.
14. Scrutineers collect the ballots.
15. Elections Officer calls for the doors to be opened (untiled).
16. Scrutineers count the ballots privately and provide the results to whoever is chairing the meeting to announce. It is strongly suggested that the only the name of the successful candidate is revealed, not the full voting results.
17. Repeat steps 5-16 as required.
18. Trustee Election:
 - a. Both (or all three if necessary) trustees are elected on one ballot.
 - b. Trustees are nominated for both positions.
 - c. Each member will vote for **up to** the number of trustees required (2 or 3)
 - d. The candidate with the most votes will be awarded the 2-year term.
 - e. The next candidate(s) will be awarded the 1-year term(s)
 - f. Where candidates are acclaimed, there should be an election or process to determine who will receive the 2-year term.
 - g. A run-off vote may be required in the case of a tie.

19. A motion to destroy the ballots should be passed.

20. The new executive members take the Oath of Installation (Article 17).

"Fellow Members, repeat after me the following obligation."

"I, _____, sincerely pledge that I shall truly and faithfully and to the best of my ability perform the duties of my office for the ensuing term as prescribed in the Constitution and By-Laws of this Union and, as an Officer of this Union, shall at all times endeavour, both by my counsel and example, to promote the harmony and preserve the dignity of its sessions.

I further pledge that, at the close of my official term, I shall promptly deliver any monies or property of the Union in my possession to my successor in office."

Next Steps

1. Complete and submit the **2024 Local Officer Form** (<https://www.heu.org/local-executive-documents>) for each member of the executive and submit to localdocuments@heu.org.
2. If there is a change in executive, all equipment, documents and information must be provided to the incoming executive members.
3. Chairpersons, Vice Chairpersons, Secretary Treasurers, and Assistant Secretary Treasurers who have not received Table Officer Training should apply as soon as possible.