

Local Elections



VIRTUAL BALLOT BOX INSTRUCTIONS FOR RVP'S

Regional Vice-President Responsibilities

1. Starting as soon as possible, reach out to Locals to begin discussions on planning 2025 election, provide support and offer guidance.

RVPs can accumulate time spent by logging one hour per local per month for this outreach and take time off lieu at a future date. If this has not been done, RVPs may take up to 3 days up front to do this outreach, however, must still log their hours.
2. Work with each Local to plan their election and provide ongoing support throughout the process as outlined below. Locals without a 2025 executive will not be able to send delegates to convention or bargaining conferences if not in place by the deadline. This also provides you the opportunity to discuss local executive issues and build a foundation for any local building that may be required.
3. For a virtual ballot box, the Elections Officer must be the Regional Vice-President or a staff representative. As the Elections Officer, you will support the Local with the coordination of the election and will provide the information to the Provincial Office to set up the virtual ballot.
4. For each Local, submit the **Local Election Planning Information** to the President, prior to the commencement of nominations, and approval in advance for any RVP related book-off or expenses. ***Unapproved expenses will not be covered.***
5. Upon completion of each Local election, complete and submit the **Local Report** to the President.

Local Responsibilities Prior to Election

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

a. Nominations:

- **Nomination period:** Notice for self-nominations must be posted and open for period of time prior to the election for a virtual ballot box election. **(See: Local Election Nomination Notice - virtual).**
- **Nomination meeting:** AND/OR nominations may also be made at an in-person or online nomination meeting in addition to accepting written self-nominations.

Once the nomination period is closed, no further nominations will be added to the ballot.

b. Electioneering:

- Campaign rules may be considered such as the opportunity to have a candidate forum, or speeches, or if candidates can submit bios with limits to word count, and photos to the voting platform during the election window.

2. A Local executive meeting should be called well in advance of the election to:

a. Choose an election date and time.

- The Local will set the date and time for the election ***during regular Provincial Office hours.*** The recommended time will be a 24-hour window to vote online. This will ensure every shift is able to vote.
- Locals may consider organizing the ballot to close just prior to a scheduled Local meeting where the results can be announced and the new executive sworn in.
- The Local must ***provide at least 10 days advanced notice of the election to members.***

b. Determine the list of members eligible to run.

- Member 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 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.***

c. Appoint a Scrutineer.

- The Scrutineer will receive all self-nominations, confirm candidates if not clearly self-nominated and if able, and check against eligibility list to determine which positions are acclaimed and which will require an election.
- The Scrutineer **cannot** be a candidate.
- The Scrutineer will be provided a list of eligible members by the Local.
- ***The RVP can be both the Elections Officer and the Scrutineer at the Local's request.***

d. 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. The RVP can get more information from the president's office if needed.

NOTE TO RVP: Complete and submit the Local Election Planning Information.

Nominations

1. Nomination period or notice of nomination meeting ***must be posted for 7 days.***
 - a. The **Local Election Nomination Notice-Virtual** poster will include:
 - How to Update Contact Info to receive a ballot
 - Which positions are up for election
 - How to nominate someone (in writing and/or at Zoom/In Person Meeting)
 - Dates the nomination period is open for
 - Election date and time
2. If there will be a nomination meeting (online or in person):
 - a. 7 days advance notice of the meeting **must** be posted.
 - b. The nomination meeting ***does not require quorum.***
 - c. At the nomination meeting, the Elections Officer will:
 - Open the floor for nominations.
 - Read out any submitted written nominations.
 - Ask nominees will be asked if they accept.
 - Close nominations.
 - d. **There must be 2 days between the close of nominations or nomination meeting and the election day to provide enough time for Provincial Office to build the virtual ballot and upload the voter list.**
3. Elections Officer can help Locals fill out the Local Election Nomination Notice poster.
4. If only one candidate is nominated for a position, either in writing or at a meeting, that person is acclaimed into the position immediately and no vote is required.
5. Members can be nominated for more than one position, but they are awarded the first position they are elected to, equivalent to the run-down of standard election.
6. At the official close of nominations, either in writing or at a meeting, nominations will not be accepted, even if vacancies exist.

At the close of nominations:

1. The Scrutineer will:
 - a. Compile the list of nominees and reviews the list against the eligibility list of members. If no nominee is eligible in a single position, then the nomination is open to ineligible nominees.

- b. If not clearly a self-nomination, attempt to contact the nominee to ensure they accept or decline the nomination. Once they accept, they are officially candidates for the election. Self-nominated candidates do not need to be contacted.
 - c. If there is only one candidate that is eligible or is running for that position, they are acclaimed and an election for that specific position is not necessary.
 - d. Provide the Elections Officer the list of any acclaimed candidates and the candidates in contested positions as soon as possible.
2. The Elections Officer will notify the President's Office of the election day details including:
 - a. Date and time for voting.
 - b. Candidate Names and contested positions they are running for.
 - c. Candidate bios (200 words or less) and photo - OPTIONAL
 - d. All acclaimed candidates and their positions.
 - e. Name and contact of the Scrutineer.
 - f. How many trustees are required to be elected.
 3. The election details must be sent to the President's Office ***at least 2 days in advance of the election*** so that the ballots can be prepared, confirmed and the voters list can be uploaded. This information is sent to cwarner@heu.org.
 4. The President's Office will send a draft ballot to the Scrutineer and ask for confirmation of the information.
 5. Election and Candidate Information (OPTIONAL)
 - Locals may want to post the list of acclaimed and contested positions ahead of the election, but this is not necessary providing 7 days' notice of the election date has been provided on the nomination notice.
 - The **Local Election Notice poster** can be found at <https://www.heu.org/local-elections>.

Election

1. Members will be emailed and texted a link to the Simply Voting website with their personal login information.
 - These are done through 2 different platforms so members may NOT receive the ballots at the same time.
 - Simply Voting system will **NOT** let members vote more than once.
 - In the email and text contains a passcode required when logging in to vote.
 - Explains how many votes for trustee.
2. During the voting period, if a member does not receive a ballot but still wishes to vote, they can contact the Scrutineer or Elections Officer with their first and last name, and email address. We are unable to text links once the vote has commenced and a link can only be sent via email. *Also, ask members to check junk mail.*
 - This information is sent to cwarner@heu.org.

- They will need to confirm that the person being added is an HEU member by checking in UnionWare first. If names are misspelled, or nicknames used, they may not be identifiable, and they will contact the Scrutineer to have the member verified.
 - Retired members may receive a ballot, they are members in good standing under the constitution for 6 months or if returned to casual.
3. The election must have more ballots cast than the Local's required quorum to be valid.

Results

1. Shortly after the vote closes, a report will be sent to the Scrutineer and Elections Officer.
2. Elections Officer will notify the Local Chairperson of the results.
3. Trustee Election Results
 - The candidate with the most votes will be awarded the 2-year term.
 - The next candidate will be awarded the 1-year term.
 - Where candidates are acclaimed, there technically should be an election to determine who will receive the 2-year term.
 - Depending on the local, members may want another election, or they may be ok with the candidates working it out. Use your discretion and talk to the local about how they want to proceed.
4. Some Locals will hold a meeting the evening of the results so they can announce the new executive and swear them in.
5. The vote count results ideally should not be shared, only the successful candidates should be announced to encourage solidarity. Total number of votes cast is fine to share as it determines if quorum is met.

Next Steps

1. Each member of the Executive will complete the **2025 Local Officer Form** (<https://www.heu.org/local-executive-documents>). They can be submitted by the Elections Officer or by a member of the Local Executive to localdocuments@heu.org
2. At the next local meeting:
 - a. The RVP may attend to swear in the new executive and answer questions.
 - b. A motion to destroy the ballots should be made.

3. If there are vacancies or there is a tie, a new nomination period can be opened, posted, and the scrutineer can be anyone on the executive who is not running for the position. Same election process applies as before.
4. If there is a change in executive, all equipment, documents and information must be provided to the incoming executive members as soon as possible.
5. Encourage Chairpersons, Vice Chairpersons, Secretary Treasurers, and Assistant Secretary Treasurers who have not received Table Officer Training to apply as soon as possible.

NOTE TO RVP: Complete and submit the Local Report .

Oath of Installation (Article 17)

Chairperson or Installing Officer:

“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.”