



Local Elections Process

Standard In-Person

The following is provided as general information, in preparation for your Local elections using the Standard In-Person process. 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 Elections Tab of the Chairperson's Manual (Page 41) <https://www.heu.org/sites/default/files/2021-08/HEU-chairpersons-manual-Aug2021.pdf>

Local Responsibilities:

1. Locals must consider the following when making the decision to hold an In-Person Election on site

- There must be permission from the employer that allows for the meeting and everyone must follow safety protocols in place.
- Where any member's democratic participation is disenfranchised by the in-person process (merged Locals, outbreak site, general lack of access), the ***Virtual Ballot Box process must be used.***

2. Choose an election date and time

- The Local will set the date and time for the election, and 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 meeting to members.

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 can your RVP, a Local member or a knowledgeable guest.

4. 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.
- 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.**

5. At the Election meeting

1. A list of eligible members must be clearly posted or handed out to members, and the attendance book must be available for review if necessary.

2. A copy of written self-nominations from members, who are legitimately absent from the meeting, must be available.
3. Provide a list of the positions requiring an election, and the Local By-Laws which outline approved structure must be available.
4. Election officer will take the chair and call for scrutineers before the election. Scrutineers will be instructed to distribute, collect, count ballots privately, and report the results.
5. 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.
6. Ideally, there should be an odd number of scrutineers (3 or 5) in case there are any disputed ballots.
7. The membership should approve the appointment of scrutineers by motion.
8. 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.
9. Elections Officer will add any self-nominations submitted in writing.
10. Ask those nominated if they are willing to stand for office, in reverse order. Self-nominated members are automatically considered accepted.
11. If more than one eligible member accepts nomination, then secret ballots must be cast.
12. If there is only one eligible member accepting nomination, they are declared elected by acclamation.
13. If there are no eligible candidates running for the position, the election is open to ineligible members.
14. 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.
15. The scrutineers distribute ballots.
16. Members vote, including the scrutineers and all executive officers.
17. Scrutineers collect the ballots.
18. Election officer calls for the doors to be opened (untiled).
19. Scrutineers count the ballots privately, and provide the results to whoever is chairing the meeting to announce.
20. Repeat steps 8-19 as required.
21. A motion to destroy the ballots should be passed.
22. The new executive members take the Oath of Installation (Article 17).

6. Next Steps

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