

# Local Elections

## VIRTUAL BALLOT BOX INSTRUCTIONS



The following is provided as general information, in preparation for your Local elections using the Virtual Ballot Box process.

Local Officer Elections may begin January 1, and must be carried out no later than April 30 in the calendar year. As the election must be conducted by secret ballot, Locals will need to coordinate the vote through the Provincial Office with the Simply Voting platform.

### **Elections Officer**

All Locals using this process will be assigned an Elections Officer by the Provincial Executive who will work with the local to coordinate the elections. Your Regional Vice-President will be available to walk the Local through the process step by step.

### **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 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:** Self-nominations may be submitted for either in-person or virtual ballot box election over a designated period of time.
- **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. 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.***

### 3. 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 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.**

### 4. Choose a non-candidate scrutineer

- Scrutineers are constitutionally required to be appointed by the Chairperson to "take charge of the ballot box" and "report results to the Chairperson." They cannot be someone who is running in the election.
- They will receive and confirm the nominations, check the nominees against the eligibility list, determine any acclaimed candidates and contested positions, submit this information to the Elections Officer.
- The RVP can be both the Elections Officer and the scrutineer at the Local's request.

### 5. 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 assist with this if needed.

### 6. Nominations

- There are 2 ways Locals can receive nominations:
  - In writing, such as by email
  - AND/OR at a nomination meeting if one will be held
- Nominations are done by **self-nominations only**. If a nomination is for someone other than the nominee, and the scrutineer is unable to contact that person, they will not be declared as candidates.
- The election date must be included on the nomination notice requiring at least 7 days' notice.
- Nomination meeting does not require quorum.
- The Provincial Office needs the list of candidates, positions and optional candidate bios (200 words or less) and photo, **at least 2 days in advance of the election** so that the ballots can be prepared, confirmed and to upload the voter list. This information is sent to the Elections Officer who will forward to the Provincial Office.
  - **Determine the election date first and work backward.**
  - Minimum 2 business days for notice to the Provincial Office, 1 day to confirm and prepare the candidate list, 7 days for nomination and election notice = 10 days from the opening of nominations to the election start date.

- f. A nomination poster is available for Locals to edit, print, post to union boards and/or social media. The **Local Election Nomination Notice-Virtual** can be found at <https://www.heu.org/local-elections>. The poster includes:
  - How to Update Contact Info to receive a ballot
  - Which positions are up for election
  - How to nominate someone (in writing or at Zoom/In Person Meeting)
  - Dates the nomination period is open for
  - Election date and time

## 7. At close of Nominations

- a. The Scrutineer receiving self-nominations will compile a list of candidates for each position. If it is not clear if it is a self-nomination, they should make attempts to confirm.
- b. Check nominees against eligibility list provided by the Local.
- c. Determine and provide the Elections Officer the list of any acclaimed candidates and the candidates in contested positions.
- d. Report results to the Chairperson and Elections Officer.
- e. **Where the position is acclaimed, there is NO election required.**

### **NOTE:**

- A member can put their name forward for more than one position.
- A member can vote for the same person for more than one position.
- A successful candidate will be appointed to the first position they are elected to in the order as listed in the Constitution.

## 8. Election and Candidate Information (OPTIONAL)

- a. 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>

## 9. Election Day

- a. Members will be emailed and texted a link to the Simply Voting website with their personal log-in information.
- b. Results will be sent to the Scrutineer and Elections Officer.
- c. Chairperson will be notified of results.
- d. Some Locals will hold a meeting the evening of the results so they can announce the new executive and swear them in – Oath of Installation (Article 17).
- e. Outgoing executive members must provide all information and assets to the incoming executive as soon as possible.

## 10. Next Steps

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