



**Ontario Secondary School Teachers' Federation**  
**Fédération des enseignantes-enseignantes des écoles secondaires de l'Ontario**  
110 Pony Drive, Unit 6  
Newmarket, ON L3Y 7B6  
Tel: 905-836-5954 or 416-324-3277 Fax: 905-836-6210  
Email: d16.office@osstfd16.on.ca

## BRANCH ELECTIONS

### TIMELINES

1. May Staff Meeting: Announce that Branch Elections will occur during the OSSTF portion of the June Staff Meeting. Ballots will be counted, by 2 impartial members after the staff meeting and the results announced to the staff within 24 hours of the election.
2. District Office will notify members via email and use Signal and the District 16 website to advertise the election.
3. Nominations Form submissions will close 1 week (5 school days) prior to the election. (members may still stand for a position from the floor at the branch election)
4. If members know in advance they are going to be absent on the date of the election (field trips, sporting events, workshops etc.), they must notify the Branch President prior to the election date. They will be permitted to vote prior to the date of the election (i.e. advance polling). In this circumstance, they will be excluded from voting for any members who stand from the floor.
5. In the event of a tie a re-vote will be held within 24 hours of the original election. Should the re-vote result in a tie, the position will be decided by a flip of a coin.
6. District Office will be contacted within 24 hours following the election regarding the outcome and structure of the Branch Executive for the following school year.
7. Candidates will have 5 school days following the election to appeal/contest the election results to the District Office.
8. A motion to destroy the ballots, immediately following the expiration of the appeal period if no appeals are received, will be brought forth following the election. Ballots cannot be destroyed at the same meeting as the election.

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### VOTING PROCEDURE

The following is a recommended procedure to follow for the branch elections process. This will raise understanding along with ensuring that there is fairness and transparency in the process. It is also recommended that a neutral person be responsible for chairing the branch elections. i.e. a retiring member or past branch president.

Please feel free to use this script verbatim or to alter the script to make it pertinent to your branch or school.



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SCRIPT FOR PERSON CHAIRING OSSTF DISTRICT 16 BRANCH ELECTIONS

“It is now time for the elections for the branch executive for the upcoming school year. In accordance with the Constitution and By-Laws of District 16 OSSTF Teachers and Occasional teachers, “there shall be a Branch Executive, the organization of which shall be determined by the branch.”

We have received in advance nominations for positions on the branch executive. For each of the positions, in addition to the nominations already received, I will ask three times for additional nominations at this time.

After this, I will declare nominations closed. A vote will then be conducted where needed for positions in which there is more than one nomination. Prior to the vote, nominees will be given up to two minutes to address the branch membership. Ballots will then be distributed on which members will write the name of the candidate(s) they wish to vote for.

If there is only one member nominated for a position, a vote is not necessary and the member will be declared acclaimed to that position.”

There is one position for **Branch President**.

Nominations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“Are there any other nominations for the position of branch president?” (Say it 3 times)

“I declare nominations closed for this position.”

If there is only one nominee, state “I declare \_\_\_\_\_ acclaimed to the position of branch president.”

If there are **two or more nominees**, ask

“Will the nominees please come forward to address the members for two minutes each.” After the speeches, “The ballots are being distributed. Please vote once for the candidate of your choice by printing the candidate’s name on the ballot. Fold the ballot in half and return the ballot to \_\_\_\_\_.” After counting the ballots, announce, “The branch president is\_\_\_\_\_.”

(Con’t)



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There is one position for **Branch Vice President**.

Nominations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“Are there any other nominations for the position of Branch Vice President?” (Say it 3 times)

“I declare nominations closed for this position.”

If there is only **one nominee**, state “ I declare \_\_\_\_\_ acclaimed to the position of branch vice president.”

If there **two or more nominees**, ask “Will the nominees please come forward to address the members for two minutes each.” After the speeches, “The ballots are being distributed. Please vote once for the candidate of your choice by printing the candidate’s name on the ballot. Fold the ballot in half and return the ballot to \_\_\_\_\_.” After counting the ballots, announce, “The Branch Vice President is \_\_\_\_\_.”

***\*\*Use the following script for the remaining positions.\*\****

There is one position for **Treasurer**.

Nominations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“Are there any other nominations for this position?” (Say it 3 times)

“I declare nominations closed for this position.” If there is only **one nominee**, state “I declare \_\_\_\_\_ acclaimed to the position of \_\_\_\_\_.”

If there are **two or more nominees**, ask “Will the nominees please come forward to address the members for two minutes each.” After the speeches, “The ballots are being distributed. Please vote once for the candidate of your choice by printing the candidate’s name on the ballot. Fold the ballot in half and return the ballot to \_\_\_\_\_.” After counting the ballots, announce, “ \_\_\_\_\_ has been voted for the position of \_\_\_\_\_.”



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There is one position for the **Communication/Political Action/Excel in Ed Committee Representative.**

Nominations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is one position for the **Educational Services Committee Representative.**

Nominations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is one position for the **Human Rights Committee Representative.**

Nominations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

There is one position for the **Status of Women Committee Representative.** Nominations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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There is a minimum of two positions for the **In School Staffing Committee**, plus the Branch President.

Nominations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

“Are there any other nominations for this position?” (Say it 3 times)

“I declare nominations closed for this position.”

If there are **only two [three] nominees**, state “I declare \_\_\_\_\_ acclaimed to the positions on the staffing committee.”

If there are **more than two [three] nominees**, ask “Will the nominees please come forward to address the members for two minutes each.” After the speeches, “The ballots are being distributed. Please vote for the three candidates of your choice by printing the candidates’ names on the ballot. Fold the ballot in half and return the ballot to \_\_\_\_\_.” After counting the ballots, announce, “The members of the In-School Staffing Committee are \_\_\_\_\_.”

## APPEAL PROCEDURE

1. District Office must be contacted in writing within 5 school days following the election.
2. The person/s contesting the election must indicate in writing the reason/s why they are contesting. i.e. Voting irregularities
3. Should the appeal be upheld a new election will be conducted before the completion of the school year supervised by a member of the District 16 Executive or Office Staff.