

OSSTF District 16

Election of District Executive

In School Voting for District Executive
Policies and Procedures

February 2009

As amended March 2017

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General

1. The District 16 Executive election will be conducted via a paper ballot in each of the York Region District School Board (YRDSB) secondary schools.
2. The vote will be conducted on a common day, at all schools, every second year within two weeks after the Annual General Meeting (AGM) held in May, the date to be recommended by Executive and endorsed by Council at the March Council meeting.
3. At the council meeting preceding the AGM, the District 16 Executive shall recommend and the District 16 Council shall ratify a person(s) to act as District 16 Election Officer(s) and the five voluntary council member District 16 Election Tribunal.
4. The District 16 Election Officer(s) will be selected from the membership at large of District 16, but shall not be an elected member of the Executive, nor a candidate in the election. Advertising for this position shall be done in the usual manner.
5. The District 16 Election Officer will be responsible for all aspects of the election and will have absolute discretion in all matters pertaining to the election. In the event of an irresolvable dispute, the first level of appeal shall be to District 16 Election Tribunal. The District 16 Election Tribunal will consist of five Branch President volunteers. The final appeal shall be to the appropriate Provincial OSSTF authority.

Nominations

6. The close of nominations for the Election will be at 4:00 pm 7 working days before the AGM.
7. A nomination form must be completed by each candidate and submitted to the District 16 Elections Officer before the close of nominations. (Pro forma follows)
8. A candidate may run for and be elected to only one position on Executive (inclusive of any dropdown position).

Campaign Literature

9. A Campaign Literature Package (CLP) will be assembled and distributed by District 16. No other campaign media of any kind is permitted to be posted or distributed.
10. The CLP will be comprised of a stapled, alphabetized-by-position, 8.5 by 11 inch pages, based on black and white or colour, photocopy-ready submission by each candidate.
11. Each candidate will be permitted only one single-sided 8.5 by 11 page on which to put any proprietary campaign information. This media sheet shall be returned along with the candidate nomination form.

12. The cover sheet for each CLP will be a draft version (so marked) of the ballot. The purpose of this is to familiarize each voter with the “look” of the ballot and the names of the candidates and the position(s) for which they are running.
13. The CLP will be posted on the District web site, electronic copies will be sent to each site for distribution and up to 10 copies will be distributed to each school /work site where requested. The Branch President will inform the Elections Officer of the number requested.
14. The CLP will be posted in a single prominent location in the school by the Branch President or designate. (Usually the OSSTF Bulletin Board).
15. Candidates are not permitted to contact teacher-voters or occasional teacher-voters for campaigning purposes electronically or by telephone or by visit to work sites within the campaign period.
16. At the AGM, every effort will be made by a district videographer to videotape the speeches given by each candidate for the office of: President (1), Vice-President (4), Treasurer (1) and Provincial Councilor (2). This will be the candidates’ only opportunity to be videotaped. Note: () indicates number to be elected.
17. The time permitted for each candidate’s speech shall be: President (5 minutes), Vice-President (3 minutes), Treasurer (2 minutes) and Provincial Councilor (3 minutes).
18. As soon as possible but within the first week after the AGM, media reproduction of the speeches described in 16 and 17 above, will be made available to each member of District 16. If possible, the speeches will also be placed on the web.

Ballots

19. There will be a single ballot provided to each eligible teacher-voter and occasional teacher-voter.
20. The ballot will be given to the teacher-voter at the polling station where it may be marked and then deposited to the ballot box.
21. The ballot for the occasional teacher-voter will be sent electronically to each occasional teacher-voter. It will be identified as an Occasional Teacher Ballot. This will permit the occasional teacher to present him/herself to any polling station in the YRDSB on the day of the vote and be able to deposit the ballot into the ballot box.

Vice Presidential Voting Process

22. The candidate who receives the most votes in the Vice-Presidential election and who has declared his/her willingness (on the nomination form) to be 1st Vice-President (FVP) shall be declared the 1st Vice-President (FVP).
23. A candidate is permitted to “drop-down” from the election of President (P) to the election of Vice-President (VP). The term “drop-down” refers to an unsuccessful Presidential (P) candidate running for Vice-President (VP).
24. If there are no “drop-down” candidates and there are 2, 3 or 4 candidates for Vice-President (VP), then each teacher-voter and occasional teacher-voter will be given 1 vote for Vice-President (VP), the purpose being to elect the 1st Vice-President (FVP).
25. If there are no “drop-down” candidates and there are 5 or more candidates for Vice-President (VP) then each teacher-voter and occasional teacher-voter will be given 4 votes for Vice-President (VP).
26. If there are 3, 4 or 5 candidates for Vice-President (VP) of whom at least 1 is a “drop-down” candidate then each teacher-voter and occasional teacher-voter will be given 2 votes for Vice-President (VP).
27. If there are more than 5 candidates for Vice-President (VP) of whom at least 1 is a “drop-down” then each teacher-voter and occasional teacher-voter will be given 5 votes for Vice-President (VP).

Polling Station Procedures

28. The polling station at each school shall be open before school, during school and after classes end in order to provide sufficient reasonable access for teacher-voters and occasional teacher-voters.
29. Teacher-voters shall be informed of the hours of operation and location of the polling station within their school.
30. In order to direct occasional teacher-voters who may come to a school to vote, the main office of each school shall be informed of the location of the polling station.
31. The polling station shall be easily accessible and afford privacy for voting.
32. Each polling station shall be supervised at all times by the Branch President or designate.

33. Each polling station shall be provided with a ballot box which must remain sealed once voting has commenced.
34. Each polling station shall be provided with a voters list. This list will originate from the District 16 Office after the advanced poll.
35. Each polling station will be provided with sufficient ballots for teacher-voters. A small quantity of extra ballots will also be provided. Unused ballots must be marked as VOID and placed in the ballot box before being sealed for transport.
36. If a teacher-voter or occasional teacher-voter spoils his/her ballot and requests a new ballot, one shall be provided from the extra ballots. Said spoiled ballot will be marked as VOID and deposited along with all other ballots into the ballot box.
37. The ballot shall be folded once and then placed in the ballot box by either the voter or the person supervising the polling station.
38. Notwithstanding 28, permitted entry to the polling station will end 30 minutes after the last class has finished on the day of the election.
39. Immediately after the close of the polling station, the ballot box must be sealed and then transported to the District 16 Office.

Advance Polls

40. An advance poll will be conducted after the AGM, at the District 16 Office, on a day decided upon by the District Elections Officer(s).

Ballot Validation and Counting

41. The ballot box will be opened in the presence of the transporter and validated.
42. Validation will include a reconciliation of ballots and voters list numbers.
43. Should there be any discrepancy; the District Elections Officer(s) shall be informed immediately. It will be his/her/their responsibility to decide whether the discrepancy is large enough (+/- 5%) to invalidate all ballots from that workplace.
44. All ballots will then be combined in order that the origin of any ballot cannot be identified.
45. The counting of ballots may begin when a minimum of six schools' ballots have been validated.

46. After all ballots have been counted, an automatic recount will occur if any result is within 1% of the total votes cast.
47. A scrutineer for each candidate is permitted during the vote counting procedure at the District Office.

Election Results

48. After the counting of all ballots is complete, all candidates shall be informed of the results. Actual numerical results will not be revealed.
49. Successful candidates will be informed first (and acceptance confirmed), in the following order: President, First Vice-President, Vice-Presidents, Treasurer and Provincial Councilors.
50. Posting of the names and numerical results of the new Executive-elect on the District 16 website is only to occur after all candidates have been informed (and acceptance confirmed) of the results.

Destruction of Ballots

51. All ballots shall be retained by District 16 until such time as a motion to destroy the ballots is approved by District 16 Council.

SAMPLE ONLY

District 16 Nomination Form For Election to District 16 Executive

This self-nominating form must be completed and delivered in person or by YRDSB courier to 110 Pony Drive, Newmarket, Ont. L3Y 7B6 or by fax 905 836-6210, by no later than 4:00 pm one week before the Annual General Meeting. The candidate media sheet to be distributed to all D-16 members, must also accompany this nomination form.

Please complete the form carefully using black pen or black marker.

Candidate's Name _____
Work Site _____
Home E-Mail _____
Telephone Home _____

Position(s) Sought President** _____
 Vice-President* _____
 Treasurer _____
 Provincial Councilor _____

** If you wish to be considered for Vice President as a drop-down candidate indicate so here.

* If you receive the most number of votes for Vice-President, would you accept the role? Yes _____ No _____

Notes:

- President and First Vice President are full time release (from teaching) positions.
- The term of office is 2 years for each position.

By signing below I agree to run for the position(s) indicated above.

X _____ Date _____

Telephone or email confirmation of receipt of this form will be made by District 16.

Confirmation made _____ Media Sheet Received: Yes _____ No _____