

ONA Group/Central Negotiating Teams Election Policy

Note: The following Policy applies to all candidates and anyone acting on behalf of a candidate.

In the event that an election issue is not specifically addressed in this Policy, then the Chief Executive Officer/Chief Administrative Officer (CEO/CAO) shall apply the intent of the Policy in making determinations.

Candidates

1. A member who allows her or his name to stand for an elected position on an Ontario Nurses' Association (ONA) group/central negotiating team must be a member with entitlements of ONA and currently employed in an ONA bargaining unit.
2. A member running for an ONA group/central negotiating team should be an active union member with a commitment to the advancement of the ONA. Other recommended qualifications shall be outlined in the mandate for the central/ group negotiating team.

All candidates must sign a Nomination Form which stipulates that they have read, understand and agree to abide by the ONA Group/Central Negotiating Team Election Policy. Any questions on the Policy should be directed to the ONA Chief Executive Officer/Chief Administrative Officer (CEO/CAO) who serves as ONA's Chief Electoral Officer.

A scanned copy of the completed and signed Nomination Form is to be sent in to the CEO/CAO via email by the date and time specified in the Call for Nominations. Candidates are responsible for confirming receipt by calling the CEO/CAO. Within two (2) business days the CEO/CAO shall verify to the candidate whether they have been nominated in accordance with the Constitution.

Posting of Call for Nominations

3. All Bargaining Units will post the Call for Nominations. The Call for Nominations and the Ticket of Nominations will be posted on the ONA provincial website.
4. The nomination process shall be outlined in the mandate for the central/group negotiating team. Once nominations have been closed, a ticket of nominations will be prepared and provided/made available to every member employed in the relevant sector in the region (or group as applicable).

For the Ticket of Nominations and for any other election purposes, the candidates will be listed in alphabetical order by last name, by region.

Campaigning

5. Active campaigning (speaking engagements, distributing materials/pamphleting, posting materials on websites and or bulletin boards, hosting campaign events, etc.) may begin upon the close of nominations. Note this does not prohibit seeking support from members by or on behalf of a candidate prior to the close of nominations.

All members and leaders (except for ONA Board and Election Team members) can openly support the candidate of their choice.

6. There will be no campaigning in workplaces without the consent of the Bargaining Unit Leadership Team pursuant to Local policy and, where required, the consent of the employer.

Consent of the Bargaining Unit Leadership Team will be granted on a fair and equitable basis. In addition, if the collective agreement so requires, the consent of the employer must be sought.

7. With the exception of meetings called in accordance with #18 below, candidates and their supporters will not go in to workplaces (e.g. site visits and/or tour of units) other than their own, for the purposes of campaigning.

Members and candidates shall ensure that patient care is not interrupted by campaigning. There shall be no distribution of campaign materials to members while providing patient care or during delivery of patient care.

ONA Provincial Office

8. ONA Leadership mailing labels will be provided for the use of candidates upon written request to the Office of the CEO/CAO. Candidates must specify which specific leadership mailing labels they are requesting. Such labels will be held in strict confidence by all candidates and will only be utilized for ONA election mailing purposes. Candidates will be provided a maximum of two sets of labels at no cost. The candidate is responsible for all other costs associated with any mailings. A two-week turnaround time is required to produce and deliver the labels. (See Policy 16.1 and Policy 16.2)

On behalf of each candidate, ONA will facilitate the sending of up to three emails to the appropriate ONA provincially sponsored GroupWise leadership electronic database. These emails will be sent from the CEO/CAO. After receiving the first email from a candidate, a leader may choose to have their name removed and not receive any further correspondence from that candidate.

All emails must comply with #10 below. Emails will be reviewed and approved by the Chief Electoral Officer (CEO/CAO) to ensure compliance with the Policy.

9. With the exception of the mailing labels or the email communications provided in #8 above, candidates must not utilize the provincially sponsored ONA database information or any ONA contact lists for the purpose of campaigning. Any information gathered from any source must not be used unless the member has granted permission to do so. Note: If consent is provided then a candidate may communicate to a leader's individual ONA GroupWise email address.

No candidate may use the provincial resources of ONA (including financial, physical and human) to campaign except where identified specifically in these Guidelines.

Campaign Material

10. Election materials and behaviour must not violate the *Human Rights Code*. All materials and behaviour must be truthful, respectful, professional and in good taste.

ONA will send out one notice to be posted in each relevant Bargaining Unit that contains the following information:

- i) The name and email address of each candidate.
- ii) The 1-800 ONA number with candidate voice mailbox number.
- iii) Basic voting information.
- iv) ONA website address.
- v) Contact information for the Chief Electoral Officer (CEO/CAO).

11. Each candidate is entitled to one half-page article including photograph in an ONA *Front Lines*. Subject to publication contingencies, the font size and length of information for inclusion in the ONA publication will be consistent, and contain no more than 500 words.

Each candidate's *Front Lines* article, photograph, biography and email address will be posted on the ONA website. A link to any candidate's personal website can also be included when a request is made in writing with the website address to the CEO/CAO.

The font size and length of information for inclusion in the Ticket of Nomination will be consistent, and contain no more than 1,500 words.

The information provided by the candidate for inclusion in the Ticket of Nominations, along with the *Front Lines* article, must be in MS Word format.

12. There will be no posting of campaign materials in workplaces without the agreement of the Bargaining Unit Leadership Team. In addition, if the Collective Agreement so requires, the consent of the employer must be sought. Should consent be granted, all posting of election materials will be done by the Bargaining Unit Leadership Team or designate. The only material required to be posted is the notice sent out by ONA referenced in #10 above.

The utilization of a Local or Bargaining Unit database is determined by the Local or Bargaining Unit Leadership Team as appropriate. The Local/Bargaining Unit may send emails to their members on behalf of a candidate.

13. Candidates may provide election material to members for distribution to other members in their own bargaining unit on behalf of the candidate.

Electronic Communications (i.e. Email, Instant Messaging, Facebook, Twitter)

14. Candidates will not call or send electronic communications to members at their employer email address for the purpose of campaigning. Candidates may use their campaign material to request members to contact them directly if they wish to speak to a candidate.

15. Candidates will respect requests from individuals not to send them any campaign-related electronic communications.

Personal Endorsements

16. Candidates, who wish to utilize an image of a person, must have the expressed written consent of that individual prior to the publication of their image.

17. With the permission of the endorser, endorsements for the purpose of campaigning may include the person's position within the ONA.

Responsibilities of Local and Bargaining Unit Leaders

18. If a Local Executive and/or Bargaining Unit Leadership Team chooses to hold any meeting(s) for the purpose of personally getting to know candidates, then all candidates must be offered the same courtesy and all be invited.

Board of Directors

19. Board members who are candidates in a central/group negotiating team election must declare a conflict of interest and therefore not vote on any Board motions regarding the election guidelines.

Voting

20. Each member employed in the relevant sector in the Region (or group as applicable) will be entitled to one vote, which may be exercised by online voting (web and/or phone based) or mail-in ballot in accordance with ONA's Constitution. The vote should only be cast by the person to whom the voting package is intended; voting by proxy is not permitted.

Breaches of the Election Policy

21. It is understood that candidates will abide by the Group/Central Negotiating Teams Election Policy of the ONA. Any alleged breach of the Policy will be addressed in accordance with this Policy and article 7.20 of the ONA Constitution.
22. The CEO/CAO and the Election Team Chair will work together to address any questions/concerns/complaints in an expeditious manner. The CEO/CAO can provide direction to candidates/members. The Election Team will be notified immediately by the CEO/CAO of the direction provided.

If you require further information or wish to confirm receipt of your nomination or have any questions in regards to this policy, please contact the Office of the CEO/CAO at ONA's Toronto Office at 416-963-8833, ext. 2801, or (toll-free) 1-800-387-5580. Press 1 for "English" or 2 for "French," then press 0 for the Toronto Office and enter 2801 when prompted to enter the extension.