

ONA Central/Group Negotiating Teams Election Guidelines

Candidates

1. A member who allows her or his name to stand for an elected position on an Ontario Nurses' Association (ONA) central/group negotiating team must be a member with entitlements of ONA.
2. A member running for an ONA central/group negotiating team should be an active union member with a commitment to the advancement of 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 Central/Group Negotiating Team Election Guidelines. Any questions on the Guidelines should be directed to the ONA Chief Executive Officer/Chief Administrative Officer (CEO/CAO) who serves as ONA's Chief Electoral Officer.

Ticket of 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 mailed to every member employed in the relevant sector in the region (or group as applicable).

Campaigning

5. Active campaigning (speaking engagements, pamphleting, etc.) may begin two days after the close of nominations.

All members and leaders (including Board 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. There will be no campaigning on any employer's premises other than the specific room(s) designated by the Bargaining Unit and employer (as applicable) as an ONA meeting room. At no time will there be site visits (tour of units) for the purpose of campaigning.

ONA Head Office

8. Mailing labels will be provided for the use of candidates upon written request to the Office of the CEO/CAO. 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. 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 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 her/his 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).

9. With the exception of the mailing labels or the email communications provided in #8 above, candidates must not utilize the 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.

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 must not violate the *Human Rights Code*. All materials must be truthful, fair 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 promoted on the ONA website. A link to any candidate's personal website will also be provided.

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.
13. Candidates may provide election material to members for distribution to other members 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 posters 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 Websites

16. Candidates, who have personal websites and who wish to post an image of a person, must have the expressed written consent of that individual prior to the publication of her/his image.

17. With the permission of the endorser, endorsements on personal websites for the purpose of campaigning may include the person's position within the Ontario Nurses' Association.

Responsibilities of Local and Bargaining Unit Leaders

18. If a Local or Bargaining Unit 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 should 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 televote 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 permissible.

Breaches of the Election Guidelines

21. It is understood that candidates agree to abide by the Central/Group Negotiating Teams Election Guidelines of ONA. Any alleged breach of the guideline will be referred to the Provincial Election Team as soon as possible. The Provincial Election Team will provide a response setting out its views as to whether or not the conduct complained of is a breach of the guidelines, or if not a breach, gives rise to a concern. Concerns will be brought to the attention of the parties along with any further actions that may be necessary to address the concern. Breaches of the guidelines will be dealt with pursuant to Article 9 of the ONA Constitution after first being considered by the Provincial Election Team.

If you require further information or wish to confirm receipt of your nomination or have any questions in regards to these guidelines, please contact the Office of the CEO/CAO at ONA's Toronto Office at 416-963-8833, ext. 2255, or (toll-free) 1-800-387-5580. Press 1 for "English" or 2 for "French," then press 0 for the Toronto Office and enter 2255 when prompted to enter the extension.