

ONA Provincial Election Policy

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

In the event that a provincial 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 any determinations.

Posting of Call for Nominations

1. All Bargaining Units will post the Call for Nominations in accordance with Article 7, Elections of the ONA Constitution.
2. The Call for Nominations and Ticket of Nominations will be posted on the provincial ONA website.

Candidates

3. A member who allows her or his name to stand for an elected position must be a member with entitlements of the Ontario Nurses' Association (ONA) and currently employed in an ONA Bargaining Unit.
4. A member may not run as a candidate for more than one (1) position on the Board of Directors during any one election.
5. A member running for Provincial Office should be an active union member with a commitment to the advancement of the ONA.
6. All candidates must sign a Nomination Form which stipulates that they have read, understand and agree to abide by the ONA Provincial 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.
7. 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.
8. For the Ticket of Nominations and for any other election purposes, the candidates will be listed in alphabetical order by last name, by office.

ONA Provincial Office

9. 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) 1-800 ONA number with candidate voice mailbox number.
 - iii) Basic voting information.
 - iv) ONA provincial website address.
 - v) Contact information for the Chief Electoral Officer (the CEO/CAO).

Approved June 2016 Board of Directors

10. 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 *Front Lines* 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 provincial 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.

11. Voice mailboxes will be provided to all candidates to use during the election campaign. Mailbox numbers will be provided to candidates once the Ticket of Nominations has been established. The voice mailbox message may ask for members who wish to be contacted directly to leave a contact number.
12. 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).
13. 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 #24 below. Emails will be reviewed and approved by the Chief Electoral Officer (the CEO/CAO) to ensure compliance with the Policy.

14. With the exception of the mailing labels or the email communications provided in #13 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 permission has been granted by the member. **Note:** If consent is provided then a candidate may communicate to a leader's individual ONA Groupwise email address.

Campaigning

15. Active campaigning (speaking engagements, distributing materials/pamphleting, posting materials on websites and or bulletin boards, sending group emails, hosting campaign events, etc.) may begin upon the close of nominations and must cease on November 1. **Note:** This does not prohibit seeking support from members by or on behalf of a candidate prior to the close of nominations.

16. All members and leaders (except for ONA Board and Election Team members) can openly support the candidate of their choice.
17. There will be no campaigning in workplaces without the consent of the Local Executive pursuant to Local policy and where required, the consent of the employer. Consent of the Local Executive will be given on a fair and equitable basis. In addition, where the collective agreement so requires, the consent of the employer must be sought.
18. With the exception of meetings called in accordance with #36 below, candidates and their supporters will not go in to worksites (eg., site visits and/or tour of units), other than their own, for the purposes of campaigning.
19. 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.
20. Provincially elected Board members must continue the business of the Association during the election period (Article 7, Elections A – Election of the Board of Directors). The Board of Directors may attend booked engagements but must not campaign while in attendance at said functions.
21. Campaigning is permitted before or after ONA functions/booked engagements but not during any breaks or meal periods.
22. Official ONA logo promotional items, including RN pins, may not be used as giveaways as part of an election campaign.
23. No candidate may use the provincial resources of ONA (including financial, physical and human) to campaign except where identified specifically in this Policy.

Campaign Material/Behaviour

24. Election materials and behaviour must not violate the Ontario *Human Rights Code*. It is also a requirement that such materials and behaviour be truthful, respectful, professional and in good taste.
25. Candidates who wish to post an image of a person in any campaign material on any medium (including hard copy and electronic) must have the expressed written consent of that individual prior to the publication of their image.
26. There will be no posting of campaign materials in workplaces without the agreement of the Local Executive and/or Bargaining Unit Leadership Team as defined by Local policy. In addition, where 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 Local/Bargaining Unit Executive or designate. The only material required to be posted is the notice sent out by ONA referenced in #9 above.
27. 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 out emails to their members on behalf of a candidate.

28. Candidates may provide election material to members for distribution to other members in their own Bargaining Unit on behalf of the candidate.

Electronic Communications (ie Email, Instant Messaging, Facebook, Twitter)

29. Campaign material may contain the ONA logo. Candidates should contact the Communications and Government Relations Team (CGRT) Intake to obtain the logo.

30. 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.

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

Personal Endorsements

32. 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.

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

Videos for President/First Vice-President

34. ONA will develop a personal video message (not to exceed five minutes in length) for the candidates running for President and First Vice-President. The Call for Nominations will include the date, time and place that the video message will be recorded.

Candidates will be video-taped in alphabetical order by last name, by office. There shall be no props or special backdrops used in the video.

35. The personal video messages will be added to the ONA provincial website so that members can view them at their convenience.

Responsibilities of Local Executives/Bargaining Unit Leadership Team

36. If a Local Executive and/or a 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.

37. Invitations to Local/Bargaining Unit meetings will be sent to all candidates by a member of the Local Executive/Bargaining Unit leadership team at least two weeks in advance of the meeting. Candidates will be provided with the date and time of the meeting, including the amount of time available to them to speak.

38. During ONA President/First Vice-President elections, the intent is that the President/First Vice-President election videos of the candidates be shown at Local and/or Bargaining Unit meetings. For Supplementary Funded Locals, costs incurred for renting audio-visual devices for the purpose of showing the video can be funded from the "Local Administration" and/or "Bargaining Unit Allowance" budget line item of their Operating Funds. In addition,

Bargaining Units may utilize their Bargaining Unit Meeting Allowance in accordance with ONA Policy.

39. During Regional Vice-President elections, if a candidate cannot attend the Local/ Bargaining Unit meeting to which she/he has been invited, the candidate may choose to send a letter or a personal video. The Local Coordinator/Bargaining Unit President holding the meeting will read the letter or show the personal video from the candidate.
40. A Local Executive, at its discretion, may choose to provide teleconferencing or videoconferencing where a candidate cannot attend the Local meeting in person. This shall be at the Local's expense. A Local that chooses to provide this option must do so to all candidates on a fair and equitable basis.

Area Coordinators Conference(s)

41. Candidates will be provided an opportunity to speak at the fall Area Coordinators Conference(s) (ACCs), for a specific amount of time as determined by the Region. All candidates must request attendance at an ACC through the Chair of the ACC. If a candidate cannot attend the ACC, the candidate may choose to send a letter or a personal video. A personal video of the candidate will be shown or a letter will be read by a designate to a maximum time as determined by the Region. Candidates will be provided with the date and their allotted time to speak.

The five regional Vice-Presidents will gather information on upcoming ACCs and forward to the Office of the CEO/CAO. A letter will be sent to all candidates giving ACC dates and the names of who to contact to request attendance.

Board of Directors

42. Board members who run in a provincial election must declare a conflict of interest and therefore not participate in any decisions regarding the election policy which are made after they have declared themselves a candidate.
43. Board members should refer questions regarding the election process to the Election Team via the CEO/CAO.

Casting of Votes

44. A vote can only be cast by the person to whom the voting package is intended; voting by proxy is not permitted.

The Election Team

45. A formal acknowledgement letter will be sent to any member elected/selected to the Provincial Election Team. The Chair of the Election Team will hold a teleconnect with the team so that they can be educated on their role and ONA's Election Policy.
46. The Election Team cannot publically support a candidate. The names of the Election Team will be made public and shared with candidates so they are not approached by a candidate for support.

47. The CEO/CAO will be an advisor to the Election Team. 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.

Breaches of the Election Policy

48. It is understood that candidates will abide by the 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.

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 416-964-8833, 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.