

ONA Local 83 Election Policies

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Local 83 is a Single Bargaining Unit representing Registered Nurses from The Ottawa Hospital (TOH). The includes the Civic, General, Riverside, Heart Institute Campuses, The Rehabilitation Centre, the Irving Greenberg Cancer Centre, and TOH satellite units.

Each Local must have Local Election Policies, in accordance with ONA's Constitution, approved by membership at a Local meeting prior to the elections being called. All Local Election Policies must reflect the ONA Constitution and any provincial policy directives.

All elections for any position within the Chartered Local Association or Bargaining Units that require an election shall be held in accordance with the following requirements.

Local Election Policies may be reviewed by the Regional Vice-President.

1. The Local 83 Elected positions shall be Local Coordinator/BUP, Vice Bargaining Unit President, Grievance Officer, Treasurer, Secretary, Site VP General Campus, Site VP Riverside Campus, Site VP Heart Institute, Site VP Civic, Lead Nurse Rep General Campus, Lead Nurse Rep Civic Campus, JHSC representatives, Negotiation Committee Representatives, and Local Election Committee reps. The number of positions will be determined by the Local Executive Committee.
2. All members will have a vote for the following positions: LC/BUP, Vice BUP, Secretary, Treasurer, JHSC reps, Negotiations reps and Local Election Committee reps. Members will vote for the Site Vice-President and Lead Nurse Rep of the site that their home unit is located. Members may vote at another site for the Site Vice-President and Lead Nurse Rep where his/her job is a corporate position and are working at another site on the day of the election. The Site V.P.'s will also be an automatic voting member on their respective JHSC.
3. Role descriptions for Local 83 Elected positions will be made available at election time and will accompany the posting of the election policies and call for nominations.
4. The Local 083 Executive Committee is composed of LC/BUP, Vice BUP, Secretary, Treasurer, Site VP's, Lead Nurse Reps and Grievance Officer.
5. In order to be eligible to be nominated and stand for election and hold a position on the Local Executive Committee, a member must meet the qualifications listed below:

- a. (i) Local Coordinator: Any member who seeks to hold the position of Local Coordinator shall have served either 1) at least one term on the bargaining unit leadership team (such as a Committee Chair) or 2) at least one term of a position on the Local Executive Team.
 - b. (ii) Treasurer: Any member who seeks to hold the position of Treasurer shall have served at least one term at the Local Executive level or in a bargaining unit leadership position (Unit Representative, committee member, Committee Chair etc.
 - c. (iii) Vice-Coordinator in a single bargaining unit Local: Any member who seeks to hold the position of Vice-Coordinator shall have served at least one term in a bargaining unit leadership position.
 - d. Note: The above stated qualifications may be waived following consultation with the Regional Vice-President.
6. The First Vice-Coordinator shall be selected by and from the other Local Executive Committee members.
 7. The date of the Local election shall be determined by the Election Committee in consultation with the Executive Committee.
 8. Local Elections must be completed by November 1. (By Law IV)
 9. The Local Coordinator/BUP and Chair of Election Committee and shall make every reasonable effort to inform the members of the upcoming election.
 10. Nomination forms will be created by the Chair of Election Committee to be distributed by the Site Vice-Presidents, Office Manager and via website at least sixty (60) days before the election date.
 11. Call for Nominations for all elected Local and Bargaining Unit Positions will be posted on the ONA Noticeboards at least forty-five (45) days prior to the election.
 12. Each nomination submitted shall be on a proper nomination form bearing the signatures of two (2) entitled members of the bargaining unit and consent in writing of the nominee stating that the member will accept office if elected.
 13. A member running for Site Vice-President can only be a candidate for a campus in which they are currently employed.
 14. The nomination forms shall be accepted until 1200pm, at least twenty (20) days prior to the election. The deadline will be advertised on the Call for Nominations and Nomination forms.
 15. The Election Committee shall verify that each candidate has been nominated in accordance with ONA Local 83 Election Policies and that the consent in writing of each candidate to stand for election has been submitted and shall prepare a ballot bearing the names of the nominees for each office.
 16. The Ticket of Nominations (list of candidates) shall be posted on the Local's Notice boards no later than ten (10) days prior to the election date. The Ticket of Nomination will be sent to the Local Coordinator and shall constitute the official nomination of the parties named. The Ticket of Nominations will list all positions being contested and the names of the candidates for each position.
 17. Any member who consents to stand for election may withdraw consent in writing to the Chair of the Election Committee. If the withdrawal is received after the Ticket of Nominations has been sent to the Local Coordinator, the Ticket of Nominations will be amended to reflect the withdrawal, including the date of the written withdrawal.
 18. If no person stands for election, an Expression of Interest form along with Nomination forms will be accepted prior to the next Local Executive Committee meeting.
 19. The Ottawa Hospital shall have polling stations at the Civic Campus, Heart Institute, General Campus, Riverside Campus and Queensway Carleton satellite site when required.
 20. Any candidate may request a recount of the votes by facsimile, email or telephone call to the Chair of the Election Committee within forty-eight (48) hours of the close of voting (2000 on the election date). This notice shall be followed by a written notice within two weeks. The votes shall be counted again by the scrutineers who shall report the results of the recount to the Local Coordinator. The person found to have the greatest number of votes because of the recount shall be deemed to be elected.
 21. Executive Committee members are elected for a three-year term of office commencing January 1 and expires 3 years later.
 22. Bargaining unit leadership cannot hold more than one position at a time such as LNR and site VP. For clarity this does not include the number of bargaining unit committees that a member may be allowed to sit on such as negotiations, or election committees.

23. All elections shall be held by secret ballot. The method of voting or balloting, which may include online voting (web and/or phone based), mail-in ballots or any other method which will preserve the secrecy of the balloting, will be determined from time to time by the Local Election Committee. Should the Local Election Committee decide to utilize online voting, then the use of polling stations shall not be permitted for that election, and any references to scrutineers in these policies shall not be applicable.

1.0 Election Committee

1. Each Chartered Local Association must have an Election Committee. (By Law V #4)
2. The purpose of the committee is to review the election guidelines and enforce adherence to the local election process. These guidelines will be reviewed biennially and as necessary when new guidelines are created by ONA.
3. The Committee shall be delegated the responsibility for developing and/or enforcing guidelines for the applicable Bargaining Unit. (By Law V #4)
4. A Local Executive member may serve as Chair only if he/she is not being contested in the election. If a member of the Election Committee becomes a candidate for a contested position, he/she shall resign from the Election Committee and the Local Executive shall appoint a replacement for the unexpired term.
5. There shall be at least three (3) or more elected committee members, one from each site and/or bargaining units. The committee members will stand for election. Where there are no nominees for the committee, the members will be selected at the beginning of the year of the election. Expression of Interest forms will be made available to interested members by no later than January 31st of that year and submitted by February 15th.
6. The Election Committee, in conjunction with the Chartered Local Association Executive, will set the date, time and place for all elections at the Local or Bargaining Unit level (By Law V #5)
7. Prior to the call for the Local/Bargaining Unit Elections, the Election Committee is accountable for ensuring that the names of the members of the Election Committee are posted in all Bargaining Units. The posting will also advise members as to where they can access the following information:
 - Role of the Election Committee.
 - All Local Policies relating to the election.
 - Bargaining Unit and Local/Executive Accountabilities with Role Descriptions.
 - Complaint Process
8. Any member who wishes to make a complaint that the Local Election Policies have been breached shall promptly to do so in writing to the Chair of the Election Committee within 7 days of the election.

1.1 Election Chair

- The Chair of the committee may be a member of the Executive Committee only if he/she is not being contested in the election. Where the position is contested, he/she shall resign from the committee and the Executive Committee shall appoint a replacement for the unexpired term.
- The chair will also contact ONA central and the Local 83 LC/BUP if and when there are issues or complaints made. If there are issues raised the Chair will ensure that they are posted for all Local 83 members to see this will outline what the infraction is, and what action is being done about it. In the interest of time this will be done on the Local 83 website page dedicated to the election, and any other social websites that the Local is currently operating at the time.
- The election chair will review nominations and resumes for their accuracy or misleading statements and inform candidates as quickly as possible if they have any issues with what they have provided.
- Only the election chair will have access to the candidates' sealed envelopes of their nominations and resumes and open them as they are received.
- If information is revealed prior to the deadline date then the chair must step down.

- The Chair of the Local Election Committee shall sign and provide to their Regional Vice-President an Attestation that the election was held in accordance with ONA's Constitution and Local Election Policies.
- The Attestation Form will be attached to the Policies

Role of Chair Pre-Election

1. Once the Chair and the members have been appointed, there will be a meeting of the Election Committee convened.
2. The Chair and the committee members shall be responsible for recruitment of scrutineers.
3. The Chair shall communicate with the scrutineers prior to the election to review the policies and election process.
4. The Chair and Committee shall assign and schedule scrutineers. The list to be provided to the Executive Committee at the executive committee meeting prior to the election.
5. Ensure that the latest updated electronic membership list (MIRE) has been received by the Office Manager. If the Local has not received the information, the Local should call the Manager of Membership Records on the Dues and Membership Service Team at ONA to obtain one.
6. The Chair will develop Election Material in conjunction with the Office Manager for posting of the election information on the website and on ONA Noticeboards and tripods. The tripod locations are arranged with the hospital.
7. Acclaimed candidates are to be notified personally (not via voicemail or answering machine) by the Chair or delegate of the Election Committee after the nominations have been opened.
8. The chair will contact all candidates once the ticket of nominations has been prepared and let them know that they are being contested, and who the other candidates are. No other information is to be shared with the candidates at this time. This will be done by email so there is a record of what was stated.

Role of Chair on Election Day

1. Shall be available the entire election day to oversee the election. The Chair of the Elections Committee shall have a cell-phone and the number will be available for all scrutineers and the Election Committee.
2. Shall coordinate distribution of election supplies, MIR, ballots and ballot boxes with opening and closing seals, and any materials required by scrutineers.
3. The Chair shall have possession of the only key to the ballot boxes. Only one key shall be made available.

Role of Chair Post Election

1. Shall notify the candidates personally with the election results.
2. Shall verify voting members against the site membership lists to identify possible duplication. This may be delegated to the Local Office Manager.
3. Post election results on ONA's Bulletin Board and Web site and notify employer.
4. Complete the Attestation Form that the election was held in accordance with ONA's Constitution and the Local Election Policies.
5. Send the Attestation Form to their Regional Vice-President.

1.2 Election Committee Members

1. There will be a member from each site of the bargaining units. The committee shall have elected members.
2. The role of the Election Committee is to review election Guidelines and enforce adherence to the Local Election process.
3. An Election Committee member shall not be a contested candidate for the upcoming election.
4. The committee ensures that there is a correct number of ballots for the election – Local Association, Bargaining Unit and/or Site.

5. Election Committee members will ensure that the election material is posted appropriately at each site.

2.0 **Scrutineers**

1. The Election Committee shall appoint at least two (2) members of the Local per polling station to act as scrutineers. Two scrutineers will be required for providing breaks at the polling stations.
2. Members of the Executive Committee may participate as scrutineers only if their position has not been contested.
3. Advertisement and selection for scrutineers will be determined by the Local election Committee.
4. All scrutineers are to be fair and impartial.
5. Scrutineers shall wear a nametag.
6. No scrutineer shall leave the polling stations during their shift to actively seek voters.
7. Ballot boxes to be always kept in the presence of two (2) scrutineers.

3.0 **Budget**

1. A budget will be prepared by the Treasurer to include payment for scrutineers according to ONA Local 83 Financial Policies.
2. A meal expense to a maximum of \$25.00 and any parking expenses will be reimbursed.
3. An expense form to be completed and returned within two weeks of the election to the Local office for the Treasurer.

4.0 **Call for Nominations and Forms**

1. The Call for Nominations for all positions to be elected will be at least forty-five (45) prior to an election and must be posted on the ONA Noticeboards.
2. Nomination forms will have a deadline of twenty (20) days prior to an election. The deadline for receipt is 1200pm.
3. The information for elections shall be posted on the website, on noticeboards, and may also be included in the Local 83 Facebook page.
4. Nomination forms are available on the website, at the Local office or from Election Committee members. Nomination forms must contain the signature of two (2) entitled members of the bargaining unit. A candidate cannot self-nominate.
5. The Election Committee shall review all nominations forms for entitlement status of the nominators and the candidates. Should a candidate or nominator not have membership entitlements, then the Election Committee Chair will notify the candidate whose nominations form is not in order as soon as reasonably possible.
6. Nomination forms must be opened as they are received by the designated person on the Election Committee. A candidate may confirm that their nomination form has been received and is in order with the Election Committee prior to the posting of the Ticket of Nominations.
7. Nomination and Resume forms must follow the designated format.
8. Resume forms must be typed or completed electronically and delivered in a sealed envelope to the Local office by mail or hand delivery during office hours. No exceptions.
9. No resume form may be altered or substituted after deadline.
10. The Local office shall not be responsible for typing, printing, or colorizing forms nor will the Local office provide for these services to candidates.
11. A passport size photo may be attached to the upper right-hand corner of the resume form. Photos will not be returned.
12. Resume and Nomination forms to become the property of the Local Association and will not be returned.
13. Should the Election Committee receive a nomination from a member with entitlements who does not meet the stated qualifications above, they will contact their Regional Vice President to discuss

and determine whether the qualifications should be waived for that member. Factors to be considered by the Election Committee and Regional Vice President may include:

- i) Other related experience and qualifications the candidate may possess and/or
 - ii) The absence of any other qualified candidates for the position.”
14. The Constitution places limitations on how many Local Executive Offices a member can hold. A Local Coordinator/Bargaining Unit President may not also hold the office of Treasurer. There is no limitation on how many Local Executive Offices for which a member can run within the same Local. Where the candidate is successful for more than one position, the candidate will choose one position and the runner up candidate(s) will be awarded the remaining position(s).
15. If at the close of the nomination period, there is only one candidate for an office, that person will be acclaimed into office by the Election Committee.

5.0 Election Criteria

1. The Election Committee will choose the election date in consultation with the Executive Committee.
2. Call for Nominations will be posted at least 45 days in advance of the chosen election date.
3. The LC/BUP will notify the Hospital at the CJHAC meeting of the election date and via e-mail.
4. A member who allows his/her name to stand for an elected position must have membership entitlements.
5. It is understood that all candidates agree to abide by the ONA Constitution, By-Laws, Guidelines and ONA Local 83 Policies. Any alleged breach of these policies will be dealt with pursuant to Article 9 of the ONA Constitution.

6.0 ONA Noticeboards

1. ONA Noticeboards are located at each site. Approved postings include:
 - Notice of Election
 - Call for Nomination
 - Ticket of Nomination
 - Election Results
 - Campaign material for all candidates in an equitable manner.
2. All candidates will have the opportunity to submit a campaign poster and or a one-page letter sized page resume for distribution to whatever emails the Local has in their database at the time. This will be a onetime undertaking so candidates must review prior to posting. Their posters will also be posted on the Local 083 website, Facebook page, Instagram, or other social media sites.

7.0 Ticket of Nominations

1. Will include ALL contested elected positions
Notice of candidates acclaimed and any vacant positions will be posted with the election results.
2. Any contested Unit Representative positions will have separate election with date to be determined later by the Election Committee. This will be posted on the unit involved.

8.0 Campaign Etiquette

1. It is understood that candidates agree to abide by ONA's Local Election Process.
2. Candidates for office must be entitled members as defined in the ONA Constitution.
3. Campaign materials shall be posted at all Bargaining Units and Sites, where applicable, in a fair and equitable manner, they will all have equal access to the ONA boards at each site.
There is to be no posting of campaign material in public places such as near coffee shops or cafeterias.
4. No slandering or intimidation of other candidates.
5. Campaigning is not to interfere with patient care.
6. Each candidate is responsible for their own expenses.

7. Elections materials must not violate the Human Rights Code and must be truthful, fair and in good taste.
8. No campaigning on paid Local time.
9. No campaign information will be included in the Local Newsletter.
10. All election campaigns will cease 24 hours prior to election and the candidates are responsible for the removal of campaign material.
11. If campaign material is found to be in inappropriate or in public places it will be removed.
12. No accumulation of member contact information while in the course of union business will be used to promote a members' campaign either by the nominee or by an agent of the nominee.
13. The local will be responsible for disseminating a one-page document for every candidate using their large email distribution list.
14. All violations/issues/complaints will be posted on the website and could result in disqualification after discussion with the Board of Directors for ONA.

9.0 Ballots

1. The ballots to be professionally printed and numbered on heavy grade paper. They will be uniform in size.
2. Each position will be a different colored ballot.
3. Ballot format:
 - a. All candidates' names will be in alphabetical order, by last name, for the elected position.
 - b. There will be no work site indication associated with the candidates' name.
 - c. A box will be placed before the candidates' name.
 - d. Instructions will be printed on the ballot for completion i.e.: mark an "X" at selected candidate

10.0 Polling Stations

Location of polling stations is to be determined by the Chairperson and Committee in conjunction with the hospital.

1. Polling stations to be manned by designated scrutineers.
2. If a polling station is to be closed for a portion of the day, the sealed/locked ballot box is to be transported to a designated polling station.
3. Hours of Operation for Polling Stations.

Civic, General, Heart Institute	0630-2000
Riverside	1100-1600
Queensway Carleton	1-hour polling time to be determined by Chair
TRC	1-hour polling time to be determined by Chair

The TRC is part of the portfolio of the General Campus.

The Riverside will also include the IGFCC, SCO and QCH dialysis sites. If for some reason the times for these polling stations is not able to be met for weather or other events the election committee will have to review how much time was able to be made and determine how much of an impact it would have on the elections.

4. The scrutineers will be booked for a 7.5-hour tour. The tour will be 0630 –1430, and 1430-2230 (until ballot counting completed) for Civic, General, and Heart Institute polling stations. The tour will be 1100-1600 for Riverside, and additional sites will be determined by the Chair. There will be 2 scrutineers for each shift. The second shift scrutineers must be available to count ballots at ONA Local office upon closing of polls. Payment will be determined by the ONA Local 83 Financial policies
5. A scrutineer package will be provided by the Chair. See Appendix 2 – Scrutineers Package
6. The scrutineers will meet with the Chair prior to Election Day to review the election process, scrutineer guidelines and location of polls. See Appendix 3– Scrutineers Guidelines
7. The second shift scrutineers are responsible for delivering the sealed ballot boxes, membership lists, ballot tally sheets, membership applications, and change of name/address forms, expense forms and related election material to the Local office after polls close.

11.0 **Voting Process**

1. The scrutineers will follow their guidelines
2. Voting will be done by secret ballot. A screened area will be provided.
3. All voting members must present with appropriate identification. Accepted identification is an ONA membership or employee card, or a membership application receipt. (Bylaw V #15)
4. Members that do not appear on the MIR must complete an ONA membership application prior to voting. Scrutineers will place any application forms in a separate envelope to be returned to the Local's office.
5. If a voting member marks a ballot incorrectly, he/she may return it to the scrutineer for a new set of ballots providing none of the original ballots had been deposited into the ballot box.
6. Spoiled ballots are returned to the scrutineers who will note error or incorrect vote. Spoiled ballots to be reserved by the scrutineers who will place spoiled ballots into an envelope. All spoiled ballots to be counted, placed into a sealed envelope and deposited into the ballot box.
7. All ballots provided to voters must be deposited into the ballot box.
8. A comment book will be available at all polling stations.

12.0 **Ballot Counting**

1. Only scrutineers and Election Committee members to be present during ballot count.
2. Ballot counting to be done by the second shift scrutineers on the evening of the election after the polls close.
3. The Elections Committee Chair or Committee members may not participate in vote counting but may be present to oversee the procedure.
4. The second shift scrutineers are responsible for delivering the sealed ballots boxes, membership information records, ballot tally sheets, membership applications, and change of address/name forms, expense forms and related election material to the Local office after polls close.
5. Ballot box seals will be verified, ensuring adequate seal and signatures of scrutineers.
6. All ballots to be accounted for. Ballot tally sheets from all sites to be verified.
7. Ballot boxes to be opened in the presence of all counting scrutineers, Chair and the Election Committee Members present.
8. After opening, and removing contents, two people must verify that the box has been emptied prior to the boxes being removed from the "counting room".
9. Ballots are separated per color (position).
10. Ballots are then separated by candidate name.
11. Rejected ballots are to be separated and verified by the Chair and any committee members present. These will be counted and placed in a signed sealed envelope.
12. The scrutineers will work in pairs to count ballots. One to count, the second verifies the count and records on the Voting Tally Sheet.
13. Counted ballots are then place into groups of 100.
14. All ballots are recounted by a second pair of counters.
15. Upon completion of count and verification of totals, the cast ballots are placed into a sealed envelope.
16. All cast ballots are to be placed in to the ballot box. This is locked and securely taped. A seal is to be placed on the box and is to be signed by at least one person who does not have access to the box. The key to the ballot boxes is to be held by the Chair or delegate.
17. Ballots are to be destroyed at post mortem by the Chair or delegate, not less than seven days after the election and documented by members present.

13.0 **Election Results**

1. Election results will be posted on all ONA notice boards within 24 hours after poll closing.
2. The election results will include the total number of votes cast and what the breakdown of the votes were for each candidate

3. The web-site will be updated to note the election results the next business day by the Office Manager.
4. Unit Representatives will be notified of the election results.

14.0 **Ballot Recount**

1. A written request for a recount of ballots must be received within 48 hours of the posting of election results.
2. Recount to be done by the scrutineers. A minimum of four scrutineers is required for any position recount.
3. The scrutineers for recount shall be selected first from the 'day' scrutineers and if none are available then to available evening scrutineers.
4. The process shall remain as in the original count. Initial count to be done by a pair of scrutineers (one counter, one verifies and records).
5. A recount done by the second pair of scrutineers in the same manner.

15.0 **Vacant Positions**

1. Any vacant position not filled during the election shall remain vacant until the beginning of the new term.
2. Members who are interested in vacant position(s) are to submit an Expression of Interest to the Elections Committee Chair at the Local 83 office prior to December 1st.
- ~~3.~~ The member's name and positions of interest will be forwarded to the LC/BUP.
4. If there is more than one interested person for any vacant position, the Executive Committee will determine the successful candidate.

Appendix 1: Membership Information Record (MIR)

1. The Election Committee Chair shall obtain enough printed Membership Information Records (MIR) from ONA prior to the election.
2. The MIR is to be provided by ONA and shall be made available at least two (2) weeks prior to the election for circulation at election polling stations.
3. Format of the membership list to be in alphabetical order with surname first. The members list should not be site specific.
4. Copies of the MIR will be distributed to the polling stations. Two copies may be made available at the larger sites.
5. Membership lists will be contained in the Scrutineers Package and placed into a binder.

Appendix 2 – Scrutineers Packages

The scrutineers will receive the packages with material to open the polling stations on the morning of the election. The election committee members will deliver the packages to the polling stations.

1. Scrutineer Guidelines
2. Ballots
3. Ballot Box and (2) seals. The "opening seal" is to be signed in preparation of the opening of the poll station and the "closing seal" is to be applied to the box after the unused and spoiled ballots have been put in the ballot box with the closing of the polling station
4. ONA members list for each polling station
5. Stationary-highlighters-two colors, pens, ruler, packing tape, envelopes for spoiled and unused ballots
6. ONA membership Application forms
7. Sign in sheet with union expense forms
8. Ballot Tally sheet
9. Tripod poster to be available near the polling station to advertise resumes on election day.
10. Voting booth to provide for privacy to ensure voting is by secret ballot.

Appendix 3-Scrutineers Guidelines

These guidelines will be reviewed with the scrutineers before the election and will be available in the scrutineer package.

1. Scrutineers shall wear identification indicating name and positions.
2. No scrutineer shall leave the polling station during their shift to actively seek voters.
3. Ballot boxes are always to be kept in the presence of at least two scrutineers. Two scrutineers will transport the ballot boxes when polling stations close for a portion of the day or closes earlier than other polling stations. (Where the station closes for a portion and/or closes earlier than other polling stations, the sealed and locked ballot box will be transported to the General Campus polling station.)
4. The ballot boxes will be taped and sealed before the polls open. Both scrutineers will sign the seal.
5. The scrutineers will verify the number of ballots when opening each of the sealed envelopes. There may be 100 ballots per package. Both the scrutineers will sign the envelope
6. One scrutineer will verify the identification of the voting member by checking ONA membership card and will strike off the name on the membership list (MIR). Each shift of scrutineers will use a different colored highlighter.
7. Each voting member must be an entitled member of ONA and must present with an ONA membership card or employee card.
8. Members that do not appear on the MIR must complete an ONA membership application prior to voting. Scrutineers will place forms in separate envelope for return to the Local's office.
9. The second scrutineer will distribute the ballot or set of ballots to the voting member.
10. A set of ballots will be provided to the member so that the member may vote for each of the open positions. One ballot for each of the positions will be distributed.
11. If a voting marks a ballot incorrectly, he/she may return to the scrutineer for a new set of ballots.
12. Spoiled ballots will be returned to the scrutineer who will record the spoiling of the ballot. The scrutineer will place the spoiled ballot in the envelope marked "spoiled ballots".
13. The spoiled ballots will be counted, recorded and than sealed in the appropriate envelope.
14. All ballots provided to voters must be deposited into the ballot box.
15. With the closing of the polling stations, all ballots will be accounted for. Any unused, spoiled or discarded ballots are to be counted, and placed in a separate sealed envelope and signed by both working scrutineers. The scrutineers will indicate on the envelope the number of ballots it contains. The envelope will then be placed into the ballot box. A "Ballot Tally Sheet" will be completed prior to leaving the polling station.
16. The ballot boxes are to be securely taped. A "closing" seal affixed with the signatures of both scrutineers.
17. The ballot boxes will remain sealed and delivered directly to the Local office after the cleanup of the polling station.
18. All material used for the election should be returned to the Local office.
19. An expense form to be completed and returned within two weeks of the election to the Local office/treasurer.

APPENDIX 10

**ATTESTATION BY LOCAL ELECTION COMMITTEE
CHAIR**

I, _____, Local _____ Election Committee Chair, hereby attest that we have followed the election process in accordance with ONA's Constitution and Local and Bargaining Unit Election Policy.

1. An election date was set for _____
2. Call for nominations was posted in all bargaining units (at least 45 days prior to the election date) on _____
3. The Ticket of Nominations was posted in all bargaining units (at least 10 days prior to the election date) on _____.
4. An election was held on _____

Or

All candidates were acclaimed to their positions and no election was necessary.

Signed: _____

Date: _____

APPENDIX 11

**ATTESTATION BY BARGAINING UNIT ELECTION
COMMITTEE CHAIR**

I, Bargaining Unit Election Committee Chair for

_____, hereby attest that we have followed the election process in accordance with ONA's Constitution and Local and Bargaining Unit Election Policy.

1. An election date was set for _____
2. Call for nominations was posted in the bargaining unit (at least 45 days prior to the election date) on _____
3. The Ticket of Nominations was posted in the bargaining unit (at least 10 days prior to the election date) on _____.
4. An election was held on _____

Or

All candidates were acclaimed to their positions and no election was necessary.

Signed: _____

Date: _____