

# ONTARIO NURSES' ASSOCIATION

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## **ONA83**

## **Policies**

The Ontario Nurses' Association (ONA) is the union representing 60,000 registered nurses and allied health professionals, and more than 13,000 nursing student affiliates, providing care in hospitals, long-term care facilities, public health, the community, clinics and industry.

Reference Materials suggested:

- ONA Constitution and Statements of Beliefs
- Service Delivery Manual
- Collective Agreements all sites, Local and Central Portion
- Bargaining Unit Accountabilities, 2012
- *A Guide for Local Executives*
- *A Guide to Election Process at the Local Level*

## **1. POLICY MANUAL**

- No Local policies can contravene the ONA constitution or ONA provincial policies, including the *Financial Policy Guide*.
- Where a change made to the constitution of ONA or ONA provincial policies becomes effective prior to a Local's annual meeting, the change will become effective in the Local policies automatically.
- All Local and Bargaining Unit positions' accountabilities will be in keeping with the guides and accountability documents provided by the Union.

## **2. ONA83 Executive Committee**

- The affairs of the Chartered Local Association shall be governed by the Local policies voted on by membership at a Chartered Local Association Meeting and administered by a Local Executive Committee, which shall be composed of the following positions: LC/BUP (Local Coordinator/Bargaining Unit President), Vice BUP (Bargaining Unit President), Secretary, Treasurer, Site VPs, Grievance Officer and LNRs.

### **2.1 Local Coordinator and Bargaining Unit President (LC/BUP)**

**Note:** ONA83 is a single bargaining unit local and as such, the positions of Local Coordinator and Bargaining Unit President will be a joint position and will be held by one member.

- Elected by the Members of ONA83 and has one vote on the Local Executive Committee plus one additional vote in the event a tie breaker vote is required.
- Note: The Local Coordinator/BUP shall be the Senior Executive Officer of the Chartered Local Association and shall act as chairperson of all meetings of the Executive Committee and of the Chartered Local Association.

### **2.2 First Vice Coordinator/Vice Bargaining Unit President (FVC)**

**Note:** ONA83 is a single bargaining unit local and as such, the positions of First Vice Coordinator and Vice Bargaining Unit President will be a joint position and will be held by one member.

- Elected by the Members of ONA83 and has one vote on the Local Executive Committee
- Has the portfolio of Professional Responsibility Workload concerns.
- This is a FT role. If a PT member wins or is acclaimed to the role, they will be expected to work FT hours for the Local.

### **2.3 Site Representatives**

- Elected by the applicable site - one vote each on the Local Executive Committee.
- Sites are considered: Civic, General, Riverside, and Heart Institute.
- Civic: Covers the Civic Campus.

- University of Ottawa Heart Institute: Covers the Heart Institute Campus.
- General: Covers The Rehab Center, General Campus and the attached Cancer Center.
- Riverside: Covers the Riverside, IGFCC, QCH satellite dialysis, SCO satellite dialysis, FHT, Hampton Park, Mobile Crisis, First Episode Psychosis, West End Villa and any other satellite site units employed by the Ottawa Hospital.

#### **2.4 Secretary**

- Elected by the entire Local - one vote on the Local Executive Committee.
- Holds the Health and Safety Portfolio.

#### **2.5 Treasurer**

- Elected by the entire Local - one vote on the Local Executive Committee.
- Note: If someone wishes to run for both positions or the local has a vacancy, the role of Treasurer and Secretary may be combined.

#### **2.6 Grievance officer**

- Elected by the entire Local- one vote on the Local Executive Committee.
- There is up to 1250 hours associated with this role paid by the Local

#### **2.7 Lead Nurse Reps**

- Elected by members from their respective site.
- The General and Civic Campus each have a Lead Nurse Rep (LNR) due to their size and volume; their role is to help out with workload, attend meetings as delegated by the site VP, and cover absences or leaves of the site VP (i.e., sick leave, vacation or maternity leave). The LNR will have a vote on the Local Executive Committee. They each have 150 hours assigned for their roles.

### **3. Unit Representatives**

- An appropriate number of Unit representatives shall be elected by the members of Local 83 to represent members in specific areas or functions of their employer's establishment.
- The number and type of unit representatives shall be determined by the Local Executive Committee. They will endeavor to have a unit representative for each unit/area. Larger units may have 2 Unit representatives, or an alternate representative as determined by the Local Executive Committee.

- It is the view of the Local Executive Committee that executive members should not hold more than one Local Executive Committee position, unless permitted by ONA's Constitution.
- This does not apply to how many Local committees an executive member can sit on examples of which are NPP, CJHAC, Negotiations, Elections or Joint Health and Safety Committee.
- Executive members will not represent members of their own home units.

#### **4. Local Committee Positions**

- The Local Executive Committee has the power and authority to establish additional committees to fulfill the rights and obligations in representing members with the employer.
- Such committees may include Nursing Professional Practice (NPP), Joint Health and Safety Committee (JHSC), Corporate Joint Hospital-Association Committee (CJAHC), ONA-Occ Health Committee, Negotiations Committee. and Local Election Committee.
- The Local Executive Committee will determine the number or representatives on each of these committees and establish if positions are appointed or elected based on ONA's Constitution and Collective Agreement provisions.

#### **5. Financial Policies**

##### **a) Banking**

- No signing authority will sign a cheque made payable to themselves.
- ONA dues must be deposited in an operating account with chequing capability. The financial institution is CIBC at the Trainyards in Ottawa.
- All transactions will be by cheque and/or electronic transaction.
- Minimum balance of 4 months projected expenses will be maintained in the operating account.
- The Grievance Officer, Treasurer, BUP/LC, and Vice BUP will all have signing authority.
- The Local will maintain financial records for the current year and the past 6 years as per Canada Revenue Agency requirements.

##### **b) Audits**

- Audits (at the Local's expense) will be performed yearly and forwarded to the ONA Provincial Office by March 31<sup>st</sup> of each year. Management letters must be included.

- The Local Executive Committee may appoint the Local Coordinator, Treasurer, and 2 members from expression of interest to make up the audit committee and will be responsible for meeting with the auditor, signing off the audit and reporting to the Local Executive Committee the findings at the next meeting.
- The Treasurer will discuss any management letter received from the Local auditor with the Local Executive Committee at the next Local Executive Committee meeting.
- The auditor will be approved annually at the October or November ONA83 Executive meeting. The name of the approved auditor will be reflected in the minutes.
- There will be a formal motion to receive and review the audited statements and minutes. These statements and minutes will be brought forward to the ONA83 membership at a membership meeting.

#### **c) Minutes**

- All minutes generated at ONA83 Executive meetings must be signed by the LC/BUP and Secretary and approved by the Local Executive. These must capture any strategic budgeting changes in the approved financial budget and be attached to the audit, as well as any movement of hours from one portfolio to another stating the reasons why and clearly outlining if it is a one-time occurrence or if it is permanent. All minutes are to be circulated to Local Executive Committee members within 2 weeks of the meeting.
- Minutes from all Local meetings will be made available to any entitled ONA83 member at the ONA83 office upon receipt of a written request to the Local Coordinator.

#### **d) Expenses**

- All expenses not covered by Local Financial Policies/budget require prior approval by the ONA83 Executive Committee. The Executive Committee may approve up to \$5000.00 for items not in the approved budget. These expenses will be reported to the membership at the next ONA83 membership meeting. Any expenditure over this amount must go to membership for prior approval.
- All paid Union leaves not budgeted for must have prior approval of the Local executive, either at the next executive meeting or by email consensus by the local executive.
- Budgeted Union leave requests will be submitted to the office manager and approved by the LC/BUP and /or the Treasurer.
- Expense forms should be submitted within 4 weeks of the expense being incurred, and are to include itemized expenses, type of Union business, claimant's full name and signature and date the expense was incurred. Items

claimed must be supported by receipts and where salary replacement is claimed, the TD1 and TDON1 must be filled out and/or on file prior to reimbursement.

- In the event an expense claim is not accepted, the Treasurer will contact the member who submitted an expense claim and provide the reasons why it is not being accepted, detailing the steps needed to be taken for their submission to be approved.
- In order to expedite processing, member expense forms with receipts, as well as salary expense forms, pay stubs, and TD1/TDON1 forms may be scanned and submitted to the Local treasurer using the ONA e-mail address. The forms must be dated and signed prior to the scanning. Faxed/pictures will not be accepted.
- A copy of a recent paystub is to be submitted by any parttime or fulltime member where there has been a change in their hourly rate of pay and/or at the beginning of each year.
- In the event of a lost receipt, a hand-written receipt signed by the submitter and another executive member will be accepted. This is applicable for anything under \$25.00, anything over this amount will require an attempt to get a duplicate.
- All expense forms must be authorized by the LC/BUP or alternate signing party prior to expenses being paid by the Treasurer.
- The Treasurer will reimburse members for expenses within 4 weeks of receipt of the completed expense forms and appropriate receipts.
- All member expense forms and receipts for the Calendar year will be submitted by to the Treasurer by December 15<sup>th</sup>.
- The Local will endeavor to pay all outstanding Local expenses from the previous year by December 31st of the following year. The Treasurer will provide the Local auditor with any outstanding expenses.

#### **e) Dual Dues**

- The local portion of dual dues will not be refunded.

#### **f) Budgeting**

- ONA83 Executive will attempt to finalize their budget by December to present to the membership by January 31st of the operating year.
- The final budget must be completed by February 10th of the operating year.
- The Local Executive must develop a strategic budget for operating and discretionary funds based on outcomes.

- The budget must be presented and approved annually at a ONA83 membership meeting to be held by March 31<sup>st</sup>. All ONA83 Executive Committee members shall endeavour to attend the budget meeting.
- The Treasurer shall submit a financial report at each Executive meeting and at the Annual General Meeting.
- The Treasurer will e-mail a monthly financial summary as outlined in the Treasurer's manual to the Local Executive Committee. This includes the Balance Sheet, Income Statement/Comparison, Bank Reconciliation (summary and detailed) and a copy of Bank Statement.
- The Local Executive Committee will review these statements monthly. Any financial concerns will be brought to the attention of the Local Executive.

#### **g) Local Credit Cards**

- ONA83 will have two credit cards, 1 held by the Local Coordinator and 1 held by the Treasurer for approved Local expenses. Credit limit is set at \$20,000.
- There shall be no cash withdrawals made on the Local credit card.
- There will be no personal purchases made on the Local credit card.
- Receipts for credit card purchases must be kept and attached to the billing statements.
- The statement must be reviewed and approved by the ONA83 Executive Committee.
- If a bank should require a security deposit for the limit established on the credit card, monies for such security deposit will be in the form of a GIC.
- The Local will have an automatic payment of the full balance on the credit card each month so that the Local suffers no unnecessary interest charges.
- All credit card charges must fall within existing financial policies.

#### **h) MAST – Meals, Accommodation, Salary, and Travel**

##### Meals

Breakfast	\$20.00
Lunch	\$25.00
Dinner	<u>\$45.00</u>
TOTAL	\$90.00 per day

\*Inclusive of taxes & gratuity.

- Only budgeted meal allowances will be reimbursed.

- A day meeting will have lunch reimbursement only for the approved budgeted meetings.
- If any ONA83 meeting goes past 5:00 o'clock, supper is allowable.
- Meal costs can be flexed as long as the daily maximum of \$ 90.00 dollars max is adhered to.
- ONA83 members and executive will not be reimbursed for travel time of less than 3 hours when going to events such as CFNU, Biennial, PCM, or ACC. Any travel time greater than 3 hours will be reimbursed at the discretion of the ONA83 Executive. Union leave can be applied for to facilitate travel and compensate for lost work hours.
- The per diem can include one single alcoholic beverage with dinner only.

#### **i) Out-of-Town Accommodation**

- Corporate rate and occupancy will be based on ONA Policies.
- When ONA83 Executive and members attend out of town events and require accommodations, rooms will be booked based on double occupancy ensuring members of all genders can be accommodated together. The exception to this will be the LC/BUP to allow for the additional work that needs to be completed during ONA business meeting and events.

#### **j) Salary Replacement**

- See approved salary replacement for allowable meetings.
- Members need to utilize collective agreement language for employer-paid time. Only approved/budgeted Union time will be paid as follows:
  - Full-time: Salary only. No reimbursement for benefits or vacation unless otherwise stated in the Collective Agreement.
  - Part-time: Salary and percentage in lieu unless otherwise stated in the Collective Agreement.
- Approved paid time in accordance with Local policies and budget will be reimbursed on a day off as follows:
  - More than four hours: 7.5 hours reimbursed.
  - Up to four hours: 3.75 hours reimbursed.
- Paid time will be paid at the members straight time hourly rate.
- Approved paid time may be taken in lieu time as long as there is no additional incurred cost by the Local.
- Part-time members shall have a percentage in lieu of and vacation percentage in lieu of added to any time paid and as provided for by the Provincial Collective Agreement.

- Salaries paid for days off should be paid only for ONA activities that fall within ONA policies.
- If a member is booked for a union leave and becomes sick, they shall notify the employer to change the union leave to short term sick leave and notify the ONA83 office to cancel the union leave. If the member is using a scheduled day off and becomes sick the union will not reimburse the member for the missed time.
- If working night shifts only 1 night will be reimbursed. The shift to be reimbursed can be either on the night prior to the requested union leave or on the night of the requested union leave. The only exception may be where a member is required to be in court or for an arbitration. This will be handled on a case-by-case basis and in consultation with the LC/BUP and Treasurer.

#### **k) Travel**

- Mileage and parking expenses will be reimbursed for approved meetings with receipts on the following basis:
  - outside a scheduled shift on a day off.
  - or when a member is required to use a personal vehicle for special events
  - or for off-site meetings where the difference in mileage between a campus and the ONA83 office will be allowed.
- When a member is using their own vehicle for approved Union business, they will be reimbursed at the CRA (Canada Revenue Agency) rate.
- Reimbursement will be for the most economical and reasonable mode of transportation, taking into consideration time required for travel and access to transportation. Should an alternate form of transportation be chosen, the amount reimbursed to the individual will be equal to the most economical and reasonable form for travel.
- Members will endeavour to switch scheduled working time to accommodate travel on a day off. ONA83 Executive Committee may review this on a case-by-case basis where the member is unable to switch the scheduled shift

#### **l) Extra MAST**

Members away from Ottawa on official union business shall be allowed extra MAST expenses incurred due to inclement weather or other unforeseen events.

#### **m) Local Administration Costs**

##### **i) Office Supplies**

- Any supplies must be obtained from the ONA83 office. Executive members will be reimbursed for paper and a printer cartridge with receipts once a year.

- Equipment purchased by ONA83, for example, but not limited to, filing cabinets, fax machines, printers and multifunction devices, computers and software by ONA83 shall be the sole property of ONA83.
- An inventory of such equipment shall be devised and updated as necessary the Treasurer shall keep a record of equipment with make, model, serial number, type of equipment, bill of sale and who has possession of said property.
- The member agrees to take responsibility for the safe keeping of the above-stated equipment. Responsibility includes ensuring equipment is in good working order upon returning the above item when the member is no longer in a Local Executive position.

**ii) Insurance**

- ONA83 will have insurance coverage for the Local office and all equipment there in.

**iii) Lease Costs**

ONA83 will pay lease costs for the photocopy machine and the postage machine.

**iv) Office**

ONA83 will maintain an ONA83 office to be used by the ONA83 Executive Committee. Keys will be dispensed as determined by the ONA83 Executive Committee.

**v) Operations Manager ONA83**

- There will be an Operations Manager who will work for a maximum of 30 hours per week.
- Their contract will state their hourly rate, the severance package, if applicable, and any other employment conditions.
- There will be an annual performance review completed by the Local Coordinator or designate which will be reviewed by the Local Executive Committee.
- This part time position will include a percentage in lieu of benefits and the appropriate percentage in lieu of vacation in an amount based on part time years of service and as detailed in the Provincial Collective Agreement for part time members.

**vi) Telephones**

- ONA83 cell phone to carried by LC/BUP and paid for by ONA83.
- Local will supplement the cost of increased cell phone use to Local Executive Committee members, excluding the LC/BUP, for \$40.00 per month.

- A receipt with the individual's name will need to be submitted on a monthly basis to support this claim.

**vii) Internet Costs**

- LC/BUP and Treasurer are reimbursed for internet by Provincial ONA up to \$100.00 per month to a maximum of \$1200/year.
- Internet reimbursement will be allowable for the LC/BUP FVC and Grievance Officer while away on union business.
- The local will cover a \$30 stipend each month for the ONA83 Executive to cover home internet costs. A receipt must be provided monthly with the Executive's name on it.

**viii) Salary Replacement**

Salary replacement will be approved for the following positions:

- **Note:** Executive members will be expected to flex hours depending on membership needs. This will include all ONA83 Executive Committee members.
- LC/BUP will have up to 950 hours funded by ONA83 and 900 hours funded by the employer (The Ottawa Hospital, TOH). If a PT member is voted into this role their hours will be averaged and the Local will have to pay the difference.
- FVC will have up to 950 hours per year funded by ONA83 and 900 hours funded by the employer. If a PT member is voted into this role their hours will be averaged and the Local will pay the difference.
- Treasurer: 510 hours per year.
- Secretary: 260 hours per year.
- General Campus Site Rep: 600 hours per year.
- Civic Campus Site Rep: 600-hours per year.
- Riverside Campus Site Rep: 350 hours per year.
- UOHI Site Rep: 350 hours per year.
- Grievance officer: 1300 hours per year.
- General Campus Lead Nurse Rep: 180 hours per year.
- Civic Campus Lead Nurse Rep: 180 hours per year.
- All ONA83 Executive Committee members will submit a log sheet detailing how their time was spent on their portfolio and any expenses they may have incurred. For clarification, this is to occur during the summer months when there are no executive meetings.
- If, at the end of the month an executive member is going to be away for any reason, they are to submit their paperwork prior to going off. The Local Treasurer is to be notified if there are reasons as to why this can't happen.

- If there are concerns about the details of the log sheet they will be addressed and rectified prior to any payment being made to the executive member in question.
- The hours for each role are the maximum allowable and have been allotted by ONA83 based on historical data for each executive role.
- The hours must reflect work being done.
- If an executive member finds they are going to exceed the number of hours allocated to their role they shall review the number of hours remaining within their portfolio and the amount and type of work being done with the LC/BUP. Opportunities to adjust workload and/or provide additional hours will be considered and brought to the next ONA83 Executive meeting for review and approval.
- If an executive member has not had this discussion prior to working those hours ONA83 is under no obligation to pay them for the work they have done.
- The Local Executive Committee members will submit their E-Scans 48 prior to each executive meeting or as specified in writing by the LC/BUP. If there are no compelling reasons why log sheets and E-Scans are late the executive member's union leave will be put on hold or canceled going forward until such time as they are submitted.

## **6. Allowable Meetings**

### **Provincial Coordinators Meeting (PCM)/Biennial Convention**

- MAST for the Voting delegate (salary included in days already allocated) and alternate Voting delegate according to the ONA Constitution.
- Where finances permit, all ONA83 Executive Committee members and/or additional ONA83 members may attend.

### **Provincial Leaders Meeting (PLM)**

- MAST for the Local Coordinator/BUP is provided by Provincial ONA ~~Central~~.
- Where finances permit, all ONA83 Executive Committee members may attend.

### **Area Co-coordinators Conference (ACC)**

- MAST for the LC/BUP (salary included in days already allocated) and one other ONA83 Executive Committee member to attend.
- The opportunity to attend the February and May ACCs will be offered to ONA83 Executive members on a rotational basis. Accommodation is allowable for out-of-town ACCs. The First Vice LC will attend the October ACC. Where finances permit, additional ONA83 Executive members may attend.

**Corporate Joint Hospital-Association Committee (CJHAC)**

- Committee member's salary will be replaced by employer as per the Provincial Collective Agreement.

**Joint Health and Safety Committee**

- TOH has JHSCs across the 4 main campuses; the General, Civic, Riverside and University of Ottawa Heart Institute and supports JHSCs at other satellite units including, but not limited to, IGFCC (Irving Greenberg), QCH Dialysis, First Episode Psychosis, Mobile Crisis, and may develop other JHSCs in compliance with OHSA requirements.
- ONA83 has 32 elected JHSC positions across the above listed sites.
- The Site Rep will have an automatic seat on their respective JHSC Committee and they will be considered a voting member, not an alternate.
- The ONA83 Executive Committee reserves the right to add or remove ONA83 JHSC positions based on the needs of the local and will review the number of elected positions and make any necessary changes in conjunction with the annual ONA83 policy review process.
- Elected ONA83 members of the JHSC are to submit the dates of JHSC meetings to their managers as soon as possible to provide time to adjust their schedule as needed and to facilitate their attendance for both the worker caucus pre-meetings and the JHSC meetings. This is paid time by the employer and may incur overtime not part of your schedule.
- ONA83 JHSC representatives are expected to commit to attending and actively participating in the worker caucus pre-meetings and the JHSC meetings.

**Nursing Professional Practice Development Committee (NPPD)**

- Salary replacement will be reimbursed by the employer as per the Provincial Collective Agreement.

**Grievances**

- Salary replacement will be reimbursed by the employer as per the Provincial Collective Agreement. Members who lose salary will be reimbursed exact salary hours only.

**Negotiations Committee**

- Up to 15 hours paid prep time per member will be allowable.
- Face to Face Negotiations will be reimbursed by the employer as per the Provincial Collective Agreement. The LC/BUP will notify the ONA83 Executive Committee of any days requiring Union reimbursement above the budgeted amount for part time members. Otherwise, reimbursement will be for budgeted meals and salary only.

**Arbitration**

- The Grievance Officer and LC/BUP/Grievance Chair will be reimbursed for meals, parking and salary when attending in person arbitration hearings and prep.
- The Griever will be reimbursed for meals and travel/parking only when attending in person arbitration hearing. Salary will be reimbursed if they incur lost wages.

**ONA83 Executive Committee Meetings**

- The ONA83 Executive Committee will be funded for salary and meals when applicable.

**ONA83 Membership Meetings**

- Will be held at least twice a year.

The ONA83 Committees above will include:

- Thirty-two (32) Joint Health and Safety Committee reps.
- Nine (9) Corporate Joint Hospital Association (CJHAC) reps.
- PRW Committee.
- Negotiations Committee as determined by ONA83 Collective Agreement.
- Nursing Professional Practice Committee.
- ONA-Occupational Health Committee.
- Election Committee.

The number of positions on each committee will be determined in accordance with the ONA Constitution and the ONA83 Collective Agreement provisions and will be reviewed during the annual ONA83 Policy review process.

**7. Education**

- The ONA83 Executive Committee will develop and approve an education plan, taking into consideration the varied needs of the members.
- This will be re-evaluated at the February ONA83 Executive Committee meeting.
- All education will be subject to approval by the ONA83 Executive Committee.
- Education will be done in Ottawa or virtually unless it is absolutely necessary to attend out of town and in person.
- Out of town education will require the ONA83 Executive's approval.
- Where a member has registered for education and fails to attend without ensuring that advance notice is given to ONA83 and the Provincial Education Team regarding the reason they are unable to attend, that member will not be entitled to register for any further education in that current year.

- A discussion by the LC/BUP will be held with this individual outlining the reasons why education is being denied.
- Members will only be allowed to repeat an education session if it has been more than 3 years since the original education or there have been significant changes to the educational content offered.
- Members are entitled to apply for reimbursement for ONA e-learning up to a maximum of 15 hours/year.
- Any requests for additional education hours will be considered on a case-by-case basis and will be subject to ONA83 Executive approval.
- ONA83 Executive members may use up to 15 hours of education per year for external education opportunities that are not provided by Provincial education and are pertinent to their role on the Executive.
- Registration must be done via Access ONA, and the ONA83 Office must be notified for approval.
- All appropriate paperwork is to be submitted to the Treasurer within 2 weeks (14) days of the date the education was taken.
- All paperwork may be scanned and emailed, mailed, or dropped off at the ONA83 office. No faxes or pictures of the paperwork will be accepted.
- Unless several courses are available on the same day, union leave will not be granted for e-learning educational opportunities of less than 4 hours in duration.

#### **8. Nursing Week**

- The ONA83 Executive Committee will determine the events in accordance with the budget, taking into consideration the needs of the members.

#### **9. Gifts**

- If an Executive member has an acute illness or long-term sick time the Executive will provide a gift of up to \$150.00.
- If an Executive member's immediate family as defined in the CA passes away, a condolence gift or donation of up to \$100.00 is allowable.
- Appreciation gifts for service will be allowable for Executive members who cease to act in their position in the amount of \$150/year of service to a maximum of \$750.

#### **10. Honorariums**

- An Honorarium will be paid to ONA83 Executive Committee members to compensate them for the loss of shift differentials, overtime opportunities and

the responsibility, commitment, time and dedication to performing the work of the union.

- Honorariums will be distributed twice yearly in June and Dec and will be subject to statutory deductions. Under no circumstance will an advance be given on the honorarium.
- When a member leaves the in the middle of their term or moves to a new position then the ONA83 Executive will have the discretion to pro-rate the honorarium for that member.
- If a member is seconded for a period of 4 weeks or more, their honorarium will be pro-rated, considering the period of the secondment. If another member replaces this individual, then the higher rate of honorarium will be paid. All ONA83-equipment (computers/phones/keys/parking pass etc.) will be returned to ONA83 prior to the secondment starting.
- If an ONA83 Executive Committee member is off on sick leave for a prolonged period of time it will be at the discretion of the ONA83 Executive as to how their honorarium will be paid.
- If and when an ONA83 Executive Committee member holds 2 positions within the ONA83 Executive Committee, they will only be entitled to one honorarium, whichever is of greatest amount. The honorarium will be the gross amount stated below, minus the appropriate deductions.
- The amount listed are the maximum amounts they are not meant to be an entitlement.
- Honorariums for ONA83 Executive and members are as follows:
  - TOH Local Coordinator/Bargaining Unit President: \$14,000/year
  - TOH First Vice Coordinator: \$10,000/year
  - Local Treasurer: \$8,000/year
  - Local Secretary/Bargaining Unit Secretary: \$6,000/year
  - Grievance Officer: \$10,000/year
  - Civic Campus Site Rep: \$6,000/year
  - General Campus Site Rep: \$6,000/year
  - Riverside Campus Site Rep: \$6,000/year
  - University of Ottawa Heart Institute Site Rep: \$6,000/year
  - Civic Campus Lead Nurse Rep: \$2000/year
  - General Campus Lead Nurse Rep: \$2000/year

#### **11. JHSC Participation Incentive**

- ONA83 JHSC members will be entitled to a Participation Incentive to a maximum of \$600/year to be paid in 2 installments in July and January.
- These payments will be \$50/meeting attended.

**12. Sick Leave**

- If a member of the ONA83 Executive is expected to be off on short term sick leave for more than 2 weeks the LC/BUP must be notified.
- If a member of the ONA83 Executive on an extended sick leave is expected to return to work, 2 weeks notice of return will be provided to the LC/BUP.

**13. Capitalization of Items**

It will be the policy of ONA83 to only capitalize items that are over \$1000.

**14. Financial Decision Making**

All financial decisions for ONA83 will be made by the ONA83 Executive Committee.

**15. Land Acknowledgement**

All ONA83 meetings will start with a land acknowledgement as per the Provincial Constitution.

## **ONA83 Election Policies**

1. Election Committee
  - 1.1 Chair
  - 1.2 Election Committee Members
2. Scrutineers
3. Budget
4. Call for Nominations and Forms
5. Election Criteria
6. ONA Noticeboards
7. Ticket of Nominations
8. Campaign Etiquette
9. Ballots
10. Polling Stations
11. Voting Process
12. Ballot Counting
13. Election Results
14. Ballot Recount
15. Vacant Positions

Appendix 1 Membership Information Record (MIR)

Appendix 2 Scrutineers Package

Appendix 3 Guidelines for Scrutineers

Local 83 is a Single Bargaining Unit representing Registered Nurses from The Ottawa Hospital (TOH). The includes the Civic, General, Riverside Campuses, The Heart Institute, 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 ONA Elected positions shall be Local Coordinator/Bargaining Unit President (LC/BUP), First Vice Local Coordinator (FVC), Vice Bargaining Unit President (Vice BUP), Grievance Officer, Treasurer, Secretary, Site VP General Campus, Site VP Riverside Campus, Site VP Heart Institute, Site VP Civic Campus, 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. Local Coordinator/Bargaining Unit President (LC/BUP): 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. 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. 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.

**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 LC/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 12:00pm, 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 31<sup>st</sup> 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 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 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 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 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 cellphone 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 the Local 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 on the Local 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  
TRC

1-hour polling time to be determined by Chair  
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 IG FCC, 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 1<sup>st</sup>.
- ~~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 then 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.

**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: \_\_\_\_\_