

Local 55 Elections Policy:

All local elections voting for all positions will be held at the Waterloo Regional Health Network (Queens, Midtown, Chicopee, Guelph, Palmerston), St. Andrew's Terrace, Riverbend Place, Saint Lukes, Trinity Village Care Centre, Nithview Homes, Cambridge Memorial Hospital sites unless electronic voting. See full Elections Policy at the end of this document.

Positions: All elected positions will be for a term of **three (3)** years commencing January 1 of the calendar year following the election and expiring December 31 of the third Calendar year following the election.

Preface: The Ontario Nurses' Association has developed Local Election policies according to the ONA constitution are mandatory for all locals.

Refer to link below

https://ona.org/wp-content/uploads/2026/01/ona_localandbargainingunitelectionpolicy_20260127.pdf

Local 55 shall elect a Local Election Committee of at least 3 members (*By-Law V #4*).

- **No member of the election Committee shall be a candidate for any of the elected positions**
- **There shall be 2 Scrutineers at each polling site in the case of in person voting.**

For elections at the Bargaining Unit level,

the local will appoint a Bargaining Unit Election Committees from the membership of the Local 55 Bargaining Units to whom it may delegate responsibility for developing and/or enforcing guidelines for the applicable Bargaining Unit) (*By-Law V #4*).

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 an Executive Committee, which shall be composed of the following:

1.1 Local Coordinator

Elected by the entire Local – LC will have an additional casting vote in case of a tie

Note: The Local Coordinator 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.

1.2 Vice Coordinator

Elected from amongst the Bargaining Unit Presidents by the Local Executive - no vote as Vice Coordinator but holds one vote as the Bargaining Unit President. If none of the Bargaining Unit President(s) are able and willing to stand for election for this position, then the First Vice-Coordinator shall be elected by and from other Local Executive members - Bylaw II - 4(a)

1.3 Secretary

Elected by the entire Local - one vote on the Executive.

1.4 Treasurer

Elected by the entire Local - one vote on the Executive.

1.5 Human Rights and Equity

Elected by the entire Local - one vote on the Executive.

1.6 Bargaining Unit Presidents

Elected by the applicable Bargaining Unit – one vote each on the Executive. Waterloo Regional Health Network, St. Andrew's Terrace, Riverbend Place, Saint Lukes, Trinity Village Care Centre, Nithview Homes, Cambridge Memorial Hospital

1.5 VP-WRHN Grievance Chair

- Elected by the bargaining unit- one vote on the Executive.

1.7 VP-WRHN Chicopee Site

- Elected by the bargaining unit – one vote on the Executive.

1.8 VP-WRHN Health & Safety

- Elected by the bargaining unit- one vote on the Executive.

1.9 VP-WRHN Professional Practice

- Elected by the bargaining unit- one vote on the Executive.

2.0 VP-WRHN Midtown/Queen's

Note if running for BUP need to submit for site rep as well

- Elected by the bargaining unit- one vote on the Executive.

- For Dual roles: see ONA Constitution

BARGAINING UNIT COMMITTEES

- The work of the Bargaining Unit Leadership is integral in providing service to our members.
- **Bargaining Unit Leadership Teams:** The Bargaining Unit President will chair their respective team.
- **Note:** List each site and all Bargaining Unit's committees below.

Waterloo Regional Health Network:

- BUP, VP Grievance Chair, Site Rep Midtown/Chicopee, Human Rights and Equity Rep, Joint Health and safety Reps (2 Rep Midtown site, 2 Queens 1 Rep Chicopee site, 1 Rep Guelph/Palmerston, 1 Rep 850 King), PRW Committee 2, Pension Committee(1) , Scheduling committee (4), Grievance Committee (4) HAC Committee (2), Election Committee (2), Negotiation Committee (no less than 8+ NP if possible), Professional Development Committee (8)

St. Andrews Terrace:

- BUP, Health and Safety Committee Rep, Labour Management Committee, Grievance Committee, Negotiation Committee

Riverbend Place Retirement Residence:

- BUP, Health and Safety Committee Rep, Labour Management Committee, Grievance Committee, Negotiation Committee

Unit Representatives

- An appropriate number of Unit representatives shall be elected by and from the members of the Bargaining Unit to represent members in specific areas or functions of their employer's establishment.
- The number and type of unit representatives shall be determined at a meeting of the Bargaining Unit. Each Bargaining Unit will endeavor to have a unit representative for each unit

Cambridge Memorial Hospital

- Consists of the Bargaining Unit President and Vice President who hold the portfolio of the Grievances and Professional Practice. Health & Safety 2 reps, Human Rights and Equity 1 rep, HAC/Workload PRC 4 reps including the BUP who is the chair, Grievance 3 reps, Negotiations 6 reps-BUP is the chair. 13-unit reps. Scheduling Committee 3 reps, and Professional Practice 3 reps. ONA management committee consists of BUP and Vice.

Saint Luke's and Trinity Village Care Centre and Nithview

Consists of Bargaining Unit President, grievance 1 rep, Occupational Health & Safety 1 rep, Human Rights & Equity Committee 1 rep, Workload and PP committee 1 rep, Labour Management Committee 1 rep in addition to the BUP and negotiation committee 1 in addition to the BUP.

- Nithview committee composition TBD once New BUP Elected.

Professional Development Committee

- Salary replacement will be reimbursed by the employer as per the collective agreement

LOCAL AND BARGAINING UNIT ELECTION PROCESS

Each Local/Bargaining Unit should review the election process outlined in the Constitution prior to every Local/Bargaining Unit election. The process is detailed clearly in the Articles and By Laws of the Constitution and should provide clarity or resolve any questions that may arise.

1) The Local Election Committee, in conjunction with the Local Executive, will set the date, time and method for all elections at the Local or Bargaining Unit level (By-Law V #5)

2) 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:

- a) ONA Local and Bargaining Unit Election Policy
- b) Role of the Election Committee (By-Law V of ONA Constitution).
- c) How to file a complaint
- d) All Local policies relating to the election.
- e) Bargaining Unit and Local Executive Accountabilities with Role Descriptions

Nominations

The call for nominations for all positions to be elected takes place at least 45 days prior to an election and must be posted.

The posting of such notices will be on the Local website and each site through email. This notice must include the date, time and place of the election, the positions being contested and the details of the nomination process. Note the notice could indicate the geographic location(s) of the election with logistical details to follow i.e. actual rooms. This notice must also indicate who on the Election Team the nomination forms must be sent to. The date and time by which all nominations must be received.

It is the members' responsibility to follow up with the election chair that the form is in order and been accepted at least 24 hours prior to the call for nomination deadline.

The Local will contact ONA IT to obtain a strict Election email to receive and communicate emails related to nominations and campaigning. Ensure to copy the Regional VP

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:

- 1) **Local Coordinator:** Any member who seeks to hold the position of Local Coordinator shall have served either i) at least one term on the bargaining unit leadership team (such as a Committee Chair) or ii) at least one term of a position on the Local Executive Team.
- 2) **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, or Committee Chair)
- 3) **Bargaining Unit President:** Any member who seeks to hold the position of Bargaining Unit President shall have held a bargaining unit elected position for at least one term.

Note: The above stated qualifications may be waived by the Local Election Team following consultation with the Regional Vice-President.

4) Nomination forms are available from the Election Committee (By-Law V). Nomination forms must contain the signature of two (2) members of the Chartered Local Association or Bargaining Unit, as applicable. A candidate cannot self-nominate.

5) The Election Committee shall review all nomination forms for entitlement status of the nominators and the candidates. Should a candidate or nominator not have membership entitlements, then the Election Committee will notify the candidate whose nomination 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 Team. Candidates 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. The Election Committee will notify the Local Coordinator one week prior to the close of nominations if there are any positions where a nomination form has yet to be received.

7) If at the close of the nomination period there is only one candidate for office, that person will be acclaimed into office by the Election Committee.

8) Nomination forms shall be served upon the Election Committee at least twenty (20) days before the date of the election. The Election Committee prepares a Ticket of Nominations, listing all positions being contested and the names of the candidates for each position. The list is to be posted in a prominent location in relevant

workplaces as determined by Local policy (ONA Boards) at least 10 days before an election (By-Law V #8). The Election Committee should follow-up to ensure that the Ticket of Nominations has been posted in all applicable bargaining units.

9) The Constitution places limitations on how many Local Executive Offices a member can hold. There is, however, no limitation on how many Local Executive Offices for which a member can run within the same Local. There is no restriction on the number of Local Committee positions (which are not part of the Local Executive) or Bargaining Unit committee positions that a member can run for and hold. Local and Bargaining Unit Election Policy April 2017 Board of Directors Page 14 Preparing for Voting

10) The Election Committee obtains a current Access ONA report or Membership Information Report Excel (MIRE). If the Local has not received the MIRE, the Local should call the Manager of Membership Records, of the Dues and Membership Services Team at ONA to obtain one.

11) The Election Committee appoints two members of the Local per polling station to act as scrutineers (By-Law V #11).

12) A candidate cannot serve as a scrutineer (By-Law V #11). If a candidate is acclaimed, then they can then serve as a scrutineer. If there are no scrutineers available, then the Election Committee may appoint two members who are not running office in the election.

GUIDELINES FOR CANDIDATES

1. It is understood that candidates agree to abide by ONA's Local and Bargaining Unit Election Process outlined in this policy.

2. Candidates for office must be a person who has signed a membership application form and currently holds membership entitlements in accordance with article 3.01(c) of the Constitution.

Campaign Materials

3. Campaign materials and behavior must not violate the Human Rights Code. All such materials and behavior must be truthful, respectful and professional

4. Campaign materials must be posted at all Bargaining Units and Sites, where applicable, in a fair and equitable manner.

5. Where the collective agreement requires, the consent of the employer must be obtained to post such campaign materials by the Chartered Local Association.

6. Campaign material is not allowed in the voting room.

7. The candidate must ensure that the person(s) posting campaign materials must remove all campaign materials as per the Constitution.

Campaigning

8. Active campaigning (speaking engagements, distributing materials/pamphlets, posting materials on websites and or bulletin boards, sending group emails, hosting campaign events, etc.) may begin upon the close of nominations and must cease at midnight on the day prior to an election. Campaigning is not allowed to take place at the polling station. Note: This does not prohibit seeking support from members by or on behalf of a candidate prior to the close of nominations. Candidates cannot be administrator of social media pages

9. Candidates must stop canvassing at midnight on the day prior to an election, and campaigning is not allowed to take place at the polling station.

10. The candidates may only be at the polling station to cast their votes, and must not be present during the counting of the ballots.

Executive Support for Candidates

11. An Executive member of a Local (who is not on the Election Committee) may publicly support the candidate of their choice.

12. Candidates may submit campaign material (example: flyer or email) to the Election Chair to submit a max. of two emails to the local membership.

13. Candidates must not utilize the ONA email system or any ONA contact lists for the purpose of campaigning. For clarity, candidates who hold Local and/or Bargaining Unit Leadership positions within the Association are expected to continue fulfilling their duties during the election period. If a candidate must use the ONA email system to fulfil their duties, the candidate must ensure that the emails sent are not directly or indirectly campaign emails. Personal promotion on the ONA email system is strictly prohibited.

Online Voting

If operationally feasible, the Local executive may implement online voting for the purposes of Local Elections. *(By-Law V). For online voting, the Local will appoint 2 administrators who will work with the voting company.*

In Person Voting Procedure

a) Each member must show their membership card or membership application receipt to a scrutineer prior to receiving their ballot to vote (By-Law V #15). The most recent Dues/Membership List should also indicate that this is a member with entitlements. If there is a question as to whether the member is entitled to vote, then the ballot should be segregated until proper determination can be made.

- b) The scrutineer initials each ballot as it is given to the voter and keeps a record of the number of ballots distributed.
- c) The scrutineers count the ballots, compile a list specifying the number of votes for each candidate, and ensure that all votes and spoiled ballots are accounted for.
- d) Results shall not be tabulated until all poll(s) have closed (By-Law V #9).
- e) The person with the most votes is deemed elected to the position.

Communicating Election Results

The results of an election are communicated to the candidates and the Election Committee as soon as practical after the count is completed by the scrutineers (*By-Law V #12*). A candidate must provide the Election Committee with a contact number. **All Candidates are called at the number provided.**

Local Election Committee will send an email and post on the Local website the election results. Results will be posted no later than 1700 on all applicable forums.

Employers will be notified in writing of the names of the successful candidates following an election by the Chartered Local Association.

Recordkeeping will be kept by the election committee will include nomination forms received, reviewed and, positions and names of those elected with date and times.

Communicating In Person Election Results

1) The scrutineers shall count the votes (if applicable). The scrutineers shall compile a list specifying the number of votes received by each candidate and shall report the results to the candidates and to the Election Committee, whereupon the person with the greatest number of votes shall be deemed to be elected. (*By-Law V #12*) . A candidate must provide the Election Committee with a contact number. All candidates will be notified by phone of the results of the election.

2) In the event of a tie for a position within a bargaining unit, the Bargaining Unit President shall have an additional casting vote in addition to their initial vote. In the event of a tie for any local executive position (any position elected by the Chartered Local Association as opposed to an individual Bargaining Unit or Bargaining Unit site), the Local Coordinator shall have an additional casting vote in addition to their initial vote. (*By-Law V #12*)

3) Following the election a list of successful candidates will be posted on the ONA boards at each location and social media and website within one week (*By-Law V #12*) **9)** Employers will be notified by the current Local coordinator in writing of the names of the successful candidates following an election by the Chartered Local Association.

4) Any changes on the executive listing as a result of an election must be forwarded to the Dues and Membership Services Team by the Chartered Local Association using the Executive Booklet or the Executive Change Form.

Recounts

5) Any candidate may request a recount by telephone (followed up by written notice), or e-mail to the Election Committee within forty-eight (48) hours of being informed of the vote results. In such instances, the votes shall be counted again by the scrutineer and the Election Committee (By-Law V #13).

Segregating Ballots

In the event there is a dispute about whether a member is entitled to vote, the member's ballot should be segregated in the manner detailed below.

1. After the ballot has been marked, the member will place it in a Secret Ballot envelope and return it to the scrutineers.
2. The envelope will be placed in a second envelope with the member's name on it and then deposited in the Ballot Box.
3. Upon completion of the ballot, the Ballot Box is sealed.
4. If it is determined by ONA that the member was properly entitled to vote then the second envelope will be opened and the secret ballot envelope returned to the ballot box for counting along with the other ballots.

Destroying of Ballots

If there has not been a request for a recount of the ballots, then all ballots must be destroyed not less than seven days after the election.

Complaints

Members should refer to any election issues that arise to the Chair of the Local Election Committee via ONA sponsored election email address. The Chair will also inform the Local Coordinator and the Regional Vice-President of the issue. If the issue cannot be resolved by the Election Committee, then Election committee members should contact the Regional Vice-President.

Any member who wishes to make a complaint that ONA's Election Guidelines have been breached must do so within seven (7) calendar days of the alleged violation in writing to the Local and Bargaining Unit. If the complaint is about the Election Committee, the member should contact the Regional Vice-President who may refer the matter to the Provincial President for resolution.

When a complaint has been received by the Election Committee at the Local, the Election Committee must:

1. Notify the candidates that the Election Committee has received a complaint.
2. The Election Committee will investigate the complaint.
3. The Election Committee, in consultation with the Regional Vice-President, will review the complaint and the results of the investigation. The Regional Vice-President will consult with the Office of the President.
4. If there is no violation, the election will continue.
5. If it has been determined that a **serious** violation has occurred that would affect the outcome, the election may be declared null and void, and a new election may be re-held from the point of violation.
6. All candidates and the membership will be notified by the posting of a formal notice.

Vacancies

New Positions Created During Term

The Constitution (By-Law V #18) provides that a new representative position(s) or Committee created within an existing Bargaining Unit will be appointed for the unexpired term by the Bargaining Unit President. Such appointments shall be from members who express an interest. To ascertain which members may be interested in such appointment(s), the Bargaining Unit President will post a notice indicating the position(s) that are available and outline the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc).

Local Executive

A. Following an election, if there is still a vacancy on the Local Executive, the Chartered Local Association Executive shall appoint, from among the members of the Chartered Local Association, a replacement for the term. If the vacancy is a Bargaining Unit President, Unit Representative or Committee Member, the appointment shall be from the appropriate Bargaining Unit. In the case of vacancies immediately following an election, there is no requirement for expressions of interest to be posted.

B. Should a member of the Local Executive Committee (including a Bargaining Unit President) resign, die or otherwise cease to act, the Local Executive Committee shall appoint a replacement for the unexpired term from among members of the Chartered Local Association. (By-Law IX #1a).

The process for selection of interested candidates for the unexpired term is as follows: (i) To ascertain which members may be interested in such appointment(s),

the Local Coordinator (or designate) will post a notice for a designated length of time (e.g. 7 days) indicating the position(s) that are available and outlining the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc.).

If the vacancy is for a Bargaining Unit President, then the notice will only be posted in the applicable bargaining unit.

(ii) Once expressions of interest have been received, the Local Executive Committee shall meet and decide upon which interested member(s) shall be selected to fill out the unexpired term. If there is more than one interested member for a vacant position, a vote amongst the Local Executive Committee will be held to make this determination. Candidates for the vacant position will be provided with an opportunity to address the Executive Committee at a meeting for a specific amount of time as determined by the Executive Committee. The Executive Committee will determine if they meet with the candidates in person or virtually. If a candidate cannot attend the Executive Committee meeting, they may choose to send a letter to be read.

(iii) After the Local Executive Committee meeting, the interested member(s) shall be informed of the decision by the Local Coordinator. A notice will also be posted throughout the Local.

(iv) Employers should be notified in writing of the name(s) of the member(s) selected to fill in the unexpired term. Any resulting changes on the executive listing must be forwarded to the Dues and Membership Services Team by the Chartered Local Association.

Bargaining Unit Vacancies

A. Following an election, if there is still a vacancy for a unit or site representative or any committee member in the bargaining unit, the Bargaining Unit President shall appoint from among the members of the Bargaining Unit (as applicable), a replacement for the term. In the case of vacancies immediately following an election, there is no requirement for expressions of interest to be posted.

B. In the event that a unit or site representative or any committee member in the bargaining unit should resign, die or otherwise cease to act, the Bargaining Unit President shall appoint from among the members of the Bargaining Unit (as applicable), a replacement for the unexpired term. (By-Law IX #1b) To ascertain which members may be interested in such appointment(s), the Bargaining Unit President will post a notice for a designated length of time (e.g. 7 days) indicating the position(s) that are available and outlining the process for expressions of interest to be received (e.g. timelines for submission of expression of interest, who the expression of interest is to be sent to, etc). In the event there is no Bargaining Unit President in place to make such appointments, please refer to Policy 23.3 – Assistance to Bargaining Units without a Bargaining Unit President.

Resignations

Resignation prior to taking local/bargaining unit office/position. Should the candidate who was elected with the most votes resign or otherwise fail to assume their local or bargaining unit office/position prior to the commencement of their term, then the

The candidate who received the second highest number of votes will be awarded the position. If such resignation occurs after the commencement of the term, then the office/position will be filled in accordance with #31 above.