

Elk Island Local No. 28, A.T.A.
RECOMMENDED GUIDELINES FOR LOCAL ELECTIONS

As per the constitution of our local, the President is elected biannually. LCO, Political Engagement Officer, Secretary and Treasurer are elected annually at the AGM. The position of Past President shall include the responsibilities of the Vice President and Political Engagement Officer. In the absence of a Past President, the Vice President shall be filled by the same process as indicated previously for other Table Officers. Members of the Professional Development Committee, Teacher Board Advisory Committee, Communications Committee, PD Funds Committee, Political Engagement Committee will be elected annually at the AGM. The exception being Teacher Welfare Committee members who are elected annually, notwithstanding Section 8 of TWC Frame of Reference.

A notice calling for nominations of all table officers shall be sent to each school representative by the nominating committee not less than 60 days before the day fixed for elections.

Notice of upcoming elections for President and Table Officers and committee members will be communicated through acceptable social media sites as well as School Staff Representatives no later than the January Local Council meeting of the operating year.

Local President Election

The election of Local President is to take place by secret ballot at each school as supervised by the School Staff Representative. Central Office personnel authorized to vote shall be supervised by the V.P./Past President who functions as the Chief Returning Officer.

The following procedure/timeline shall be followed:

1. Nomination for Local President will follow the format and forms similar to the District Representative nominations. Each candidate's nomination form shall have the signatures of at least 10 teachers in good standing and not on leave from Elk Island Local who choose to support the nomination of the candidate for the position of Local President. Nomination forms can be picked up at the Local office or downloaded from the Local website on or before January 31st. All duly signed forms must be presented upon signing in for the February Local Council of the current operating year.
2. The Chief Returning Officer will be available at the Elk Island Local 28 office to validate all nomination forms no less than three days prior to the February Local Council meeting should candidates desire. Forms can also be dropped off-to-the Chief Returning Officer who will be present at the sign in desk of the February Local Council meeting to receive all candidate nominations. In the event a candidate cannot appear the primary nominator may appear on their behalf to drop off this form. All valid nomination forms and candidates will be informed. Availability of the Chief Returning Officer dates shall be published in the minutes of the January Local Council. The candidates are required to speak at the March Local Council meeting.
3. Ballots, in secured envelopes, addressed to the authorized School Staff Representative, will be handed out at the March Local Council meeting to authorized School Staff

Representatives. Any Representatives not in attendance will have their ballots delivered to their school.

4. Balloting shall be open on the Monday of the week of the April staff meeting and shall close at the conclusion of the day following the April staff meeting. The authorized School Staff Representative shall collect and secure all ballots, forwarding ballots to the Chief Returning Officer via division courier.
5. The Chief Returning Officer shall collect the ballots from Elk Island Public Local 28 office processing the results to be announced at the April General Meeting.

General Elections:

The VP/Political Engagement Officer, Treasurer, Secretary, and Local Communications Officer shall be elected annually to a 1-year term. Nominations for these positions require one nominator in good standing and may be done in writing in advance, or from the floor at the AGM. Elections will be held at the April General Meeting.

The Past President will be the immediate former President and shall also fulfill the role of Vice President unless they are unable or unwilling to fulfill that position. In such case the position of Vice-President shall be filled by standard election rules governed by this document.

Any substitute teachers may exercise the right to vote at any General Meeting or with a ballot provided by an authorized School Representative, or at the Elk Island Local 28 office, provided they have been employed by the Board at least one day during the last 60 days.

The Past President shall be responsible for acting as the Chief Returning Officer. If the Past President is unable to fulfill this task or if there does not exist a Past President, the election shall be run by a designate of the Executive who may include the District Representative.

There will be 1 returning officer and a minimum of 1 scrutineer who shall serve the Executive not including any scrutineers appointed by candidates on their behalf during the counting of electoral ballots.

Table officers will be elected by a simple majority of voting members present at an AGM. In the event of a tie for any position the lowest non-tying candidates shall be deleted off the ballot in order to hold a second ballot. If necessary, a second ballot will be held.

The Chief Returning Officer shall provide a signed declaration indicating total eligible voters, number of ballots cast, number of spoiled ballots, and the outcome for each elected position in the presence of at least two Table Officers. Results of voting shall be announced by the officiating member. Specific information (e.g.-number of votes per candidate) will be available to candidates upon request.

Election of members to committees shall be held by a show of hands unless a request for secret ballot is moved.

During the months of May and June any newly elected members of the Executive will be mentored by the outgoing member they are replacing. For this work they will receive 2/10 of the annual honorarium upon completion of the mentorship program.

Amended and approved Executive April 2018

Amended and approved Executive October 2018

Approved Local Council October 2018