

Elections

Local elections are governed by Article 11 of the Local Constitution.

1. ELECTION AND RESOURCE COMMITTEE

1.1 *The Election and Resource Committee oversees all Local elections.*

1.2 *Duties*

- 1.2.1 The Chair shall be the Past President. If there is not a Past President in place, the Chair shall be appointed by the Executive Committee from the Executive Committee members.
- 1.2.2 The Chair shall serve as Chief Returning Officer.
- 1.2.3 The committee members shall act as Deputy Returning Officers.
- 1.2.4 The Chair compiles a written report annually for Council.
- 1.2.5 Advertise to the membership vacancies on committees or in offices as they occur.
- 1.2.6 Solicit nominations for vacancies that occur within the Local.
- 1.2.7 Act as nominating committee in the event of insufficient nominations for Executive Officers.
- 1.2.8 Provide opportunities for candidates to present their platforms to the membership.
- 1.2.9 Organize and carry out elections.
- 1.2.10 Announce the election results to the membership.

2. ELECTION PROCEDURES

2.1 *Term*

The Executive Committee of the Local, as identified by Article 6 of the Local Constitution, are elected for a two-year term by the general membership of the Local on a date determined by Executive.

2.2 *Nominating Procedure*

- 2.2.1 Notice of call for nominations is sent to the membership not less than ten school days prior to the closing date for nominations.
- 2.2.2 Nomination forms are endorsed according to Article 11.4 of the Local Constitution.
- 2.2.3 The nominee signs the acceptance form.
- 2.2.4 The closing date for nominations is at least twenty school days before the election date.

2.3 *Voting Procedure*

- 2.3.1 Where elections are conducted at a Council meeting, the voting is by secret ballot unless otherwise determined by Council.
- 2.3.2 Where elections are conducted by mail-in ballot, ballots are returned by mail to the Chief Returning Officer.
- 2.3.3 Where elections are conducted in the schools, the voting procedure is as follows:

- 2.3.3.1 The number of ballots sent to the schools is determined by the latest staff lists available to the Local Office.
- 2.3.3.2 The School Representative is responsible for conducting the election by secret ballot at the school.
- 2.3.3.3 The School Representative ensures that ballots are returned to the Chief Returning Officer by the appointed time and date.
- 2.3.3.4 Eligible members may vote at the school of their employment on election day.

2.4 *Procedures for Returning Officers*

- 2.4.1 Ballots are counted within ten days of the election.
- 2.4.2 Each nominee is informed of that date by the Chief Returning Officer and has the right to assign one scrutineer to be present at the count. This scrutineer must be a member of the Local.
- 2.4.3 The procedure counting ballots is determined at the discretion of the Returning Officers.
- 2.4.4 The counting of ballots is conducted only in the presence of the Election and Resource Committee and the designated scrutineers.
- 2.4.5 If a member of the Election and Resource Committee is a candidate, Executive Committee shall appoint a replacement.
- 2.4.6 The Chief Returning Officer decides whether a ballot is valid or not, subject to appeal by any candidate or his scrutineer at the time of the ballot count.
- 2.4.7 In the event of a tie, an immediate recount is undertaken. In the event of the recount being a tie, a second vote is taken.
- 2.4.8 The Chief Returning Officer provides a signed document indicating the number of votes cast for each candidate to the Executive Committee.
- 2.4.9 The Chief Returning Officer informs all candidates of the results of the election immediately following the ballot count.
- 2.4.10 Ballots are retained for a period of not less than ten school days whereupon they are destroyed unless required for an appeal.
- 2.4.11 Appeals must be made in writing within five school days of the results being made known. Within five school days of an appeal a recount must occur by a committee of Local members appointed by the Executive Committee.

3. **FINANCIAL ASSISTANCE - LOCAL ELECTIONS**

The Local provides financial assistance to candidates as determined from time to time by decision of the Executive Committee. The following guidelines are presently in use.

- 3.1 The Local Association will publish pictures and platforms of candidates for Local Executive Committee members on the Local website.
- 3.2 Except where a position is filled by acclamation, candidates will be given assistance from the Local for receipted expenses, excluding alcohol expenses, and items that have future monetary value after the election as per Local Policy. Eligible expenses could include printing costs, kilometrage traveled to distribute materials, postage costs, meal expenses for campaign purposes, etc.

In addition, addressed envelopes (10" x 13") will be provided from the Local as follows:

- 3.2.1 **President** - 2 sets of envelopes (10x13) and 2 sets of CSR labels

- 3.2.2 **Vice President(s), Treasurer + Standing Committee Chairs** - 2 sets of addressed envelopes (10x13) and 2 sets of CSR labels per constituent group.
- 3.2.3 **Member Representatives** - 1 set of addressed envelopes (10x13) and 1 set of CSR labels per constituent group.

The CSR meeting is an opportunity to distribute election materials to school representatives. After the meeting, remaining envelopes will be sent through the inter-school mail by the Local 38 office staff.

- 3.2.4 Local reimbursement for receipted funds for campaign expenses as per 4.B.17.

Finance 4.B.18 That Local 38 reimbursement for receipted campaign expenses, excluding alcohol and items that have future monetary value, be as follows:

<i>President</i>	<i>\$1,000.00</i>
<i>Vice-Presidents (2)</i>	<i>\$1,000.00</i>
<i>Treasurer</i>	<i>\$1,000.00</i>
<i>Elementary School Based Member Reps</i>	<i>\$450.00</i>
<i>Junior High School Based Member Reps</i>	<i>\$390.00</i>
<i>Senior High School Based Member Reps</i>	<i>\$350.00</i>
<i>Non-School Based Member Rep</i>	<i>\$350.00</i>
<i>Principal Member Rep</i>	<i>\$350.00</i>
<i>Substitute Member Rep</i>	<i>\$350.00</i>
<i>Communications Committee Chair</i>	<i>\$1,000.00</i>
<i>Teacher Welfare Committee Chair</i>	<i>\$1,000.00</i>
<i>Political Action Committee Chair</i>	<i>\$1,000.00</i>
<i>Professional Development Committee Chair</i>	<i>\$1,000.00</i>

[08-03-05/12-04-11/15-03-04]

- 3.3 **Advance polling** will take place at Local office between 0900 - 1630 hrs on the dates approved.
- 3.4 Requirements and procedures for members using advance poll will be posted in the Local office and on the Local website.
- 3.5 The Local office personnel shall not provide assistance, service or materials to any candidates seeking an elected office.

4. GUIDELINES FOR CAMPAIGNING:

- 4.1 As per CBE request, the CBE email system must not be used for campaign purposes.
- 4.2 An election feature will be posted on the website for all members during the campaign period. The feature will include pictures and platforms from all candidates.
- 4.3 A photograph and platform not exceeding 500 words should be submitted electronically to the Local office by the determined date. Platforms exceeding 500 words will be edited by the Chair of the Communications Committee. Platforms may include a link to a website, PowerPoint, etc.

- 4.4 Candidates can use technology such as a website, PowerPoint, blog, etc. for campaign purposes.
- 4.5 Candidates are invited to address the CSR meeting. The time limit for candidates' speeches shall be as outlined in local policy Administration of Local Association 1.A.7. Speeches will be video- taped for the Local website.
- 4.6 There will be a 15-minute question period following the speeches.

5. **FINANCIAL ASSISTANCE - PROVINCIAL ELECTIONS**

Executive Committee on 2001 January 10 approved the following:

- 4.B.18 Calgary Public Teachers, ATA Local 38 shall provide financial assistance to Local 38 members contesting a position on Provincial Executive Council to a maximum of \$1,000.00 for District Representatives and \$2,000.00 for Table Officer positions after the candidates have accessed all available provincial ATA funding with receipted expenses.

[14-05-07/15-03-04]

2019 July