

Campaign Guidelines for 2017- 2018 Full ETFO Niagara Elections



REVISED

ARTICLE IX ELECTIONS, SECTION 2 Nomination of the Local Constitution (Fall 2013) requires:

- ✓ Members shall be notified of the opening of request for nominations at least 30 days prior to the commencement of electronic/in-school voting.
- ✓ Nominations shall be electronically sent to all members of the Elections Committee. The deadline for receipt of nominations shall be at least fourteen (14) days prior to the commencement of electronic/in-school voting.

<p>Wednesday, January 10, 2018</p>	<ul style="list-style-type: none"> ➤ Nominations open ➤ Nomination forms will be posted on-line & available through the ETFO Niagara website: http://www.etfoniagara.ca ➤ Candidates must electronically send: <ul style="list-style-type: none"> ○ the nomination form ○ a picture and a biography of up to 150 words ○ executive candidates may write up to 250 words <p>All communication to the Elections Committee must be sent to the following:</p> <p>To: Wendy Bateman wendybats36@yahoo.ca Cc: Rikki DaCosta Rikki.dacosta@gmail.com Cc: Kristen Friesen kristenf06@hotmail.com</p> <p>Note: If you are scanning and sending this information please also send an email to all 3 members above indicating materials have been sent via a scanner.</p>
<p>Wednesday, January 31, 2018</p>	<ul style="list-style-type: none"> ➤ Nominations close at 4:00pm ➤ <i>Please ensure that ENTIRE NOMINATION PACKAGES are sent in on, or before the 4 pm deadline. Any nominations received after that time will not be accepted.</i> ➤ Candidates will receive acknowledgement of the receipt of their nomination form listing the position(s) for which they are running. ➤ Biographies with photos will be published alphabetically in the February ETFO Niagara Newsletter, as well as on the ETFO Niagara website
<p>Thursday, February 1, 2018</p>	<ul style="list-style-type: none"> ➤ Election committee will meet to: <ul style="list-style-type: none"> ○ review candidates completed nomination forms, pictures and biographies ○ determine if an election is needed ○ determine if a drop-down election is needed ○ ensure the appropriate ratio of male and female delegates as per Article X, Section 10.2 of the Constitution ○ Nominees will be contacted that evening

Tuesday, February 6, 2018 at 4:30 pm	<ul style="list-style-type: none"> ➤ Election committee meets with prospective candidates to explain the election procedures and rules
Thursday, February 8, 2018	<ul style="list-style-type: none"> ➤ Deadline for Executive and Chair Candidates to email their campaign flyer to the elections committee ➤ Executive and Chair Candidates <i>may</i> also send in a script of their speech at the same time as well ➤ Submitted candidate pictures, biographies and scripts will be posted on the ETFO website. ➤ In the event of a second election due to Executive Candidates dropping down, only the Executive and Delegate Candidates will be posted at this time (**see the Drop Down Procedures)
Thursday, February 15, 2018	<ul style="list-style-type: none"> ➤ Campaigning begins at the ETFO General Meeting at Amici's Banquet Hall, Thorold, ON ➤ Candidates will have the opportunity to address the membership at the meeting
Thursday, March 1, 2018	<ul style="list-style-type: none"> ➤ Campaigning ceases (14 days after the General Meeting) ➤ All candidate information will remain on the ETFO website until Friday, March 9, 2016
Friday, March 2 – Tuesday, March 6th, 2018	<ul style="list-style-type: none"> ➤ On-line voting will take place over five days following the last day of campaigning. This includes the weekend. ➤ Voting closes at 12:00 pm Tuesday evening
Thursday, March 8, 2018	<ul style="list-style-type: none"> ➤ Successful candidates for the Executive and Delegate positions will be announced (two days after on-line voting closes) ➤ The % of the overall votes for the executive positions will be posted on-line

****DROP DOWN ELECTION**

Thursday, March 8, 2018	<ul style="list-style-type: none"> ➤ Drop down election, if warranted, will begin ➤ Candidate information will be posted on the ETFO website
Thursday, March 22, 2018	<ul style="list-style-type: none"> ➤ Campaigning ceases (14 days)
Friday, March 23 – Monday, March 26, 2018	<ul style="list-style-type: none"> ➤ On-line voting takes place for any drop downs. This includes the weekend
Wednesday, March 28, 2018	<ul style="list-style-type: none"> ➤ Successful candidates will be announced ➤ Candidate information will be removed from the ETFO website

Campaign Procedures

- Campaigns should **NOT** be carried out in the work sites
- Campaigns may begin **no more than 14 days** prior to the election and shall cease by midnight of the day prior to the election
- Campaigning by telephone is permissible until midnight of the day prior to the election
- **Board e-mail and/or websites are NOT to be used for election purposes under any circumstances**
- Anyone involved in the election must be a current ETFO member in good standing
- Should a Candidate disregard the election procedures and/or rulings of the Elections Committee, the Elections Committee will issue a ***Cease and Desist directive*** and/or they may inform the membership of the infraction. Further infractions will be dealt with on a case by case basis, and possibly with input from Provincial ETFO
- In the event that there is a discrepancy regarding election guideline procedures and/or elections voting, the Elections Committee will confer and make a determination, which shall then be shared with all candidates. This determination will be deemed final

Electronic Communication

- The Elections Committee will be given the list of all Stewards' emails for the sole purpose of managing the election process
- Candidates are not allowed to use the list of Steward emails for campaigning purposes
- Candidates are not allowed to send Stewards any emails related to the campaign. Stewards should only be receiving election related emails from the Election Committee
- Personal emails found in ETFO materials (ie., Bare Essentials, Executive Member lists, etc.) cannot be used by candidates without the expressed permission of that member
- No social media use (ie., Facebook, Twitter and/or You Tube) will be permitted
- All communication with the Election Committee must be sent to all members of the Election Committee
- If there are issues raised or clarification requested that affects all candidates, the Election Committee will craft an email to all candidates so that all candidates receive the same message

Campaign Costs

- A candidate shall spend no more than \$400 in total on their campaign. This is to include all donations – monetary and in-kind donations
- ETFO office copying shall **NOT** be included in the costs
- All candidates must submit expense accounts to the Elections Committee within 30 days following the election (photocopies of receipts are acceptable)

Campaign Packages

- Candidates will bring their prepared campaign packages to the Winter General Meeting and have them labeled and ready to hand out; **one package per site/school**
- Packages for each candidate will include 1 poster (no larger than 11X17) and one, one page flyer for each site/school
- No other paper materials are to be distributed, nor are other kinds of campaign literature (pins, rulers, pens, giveaways)
- In the interest of being environmentally friendly, no laminating campaign materials
- Candidates wishing to use the ETFO office for photocopying will need to make arrangements with the Local office well in advance to ensure privacy when preparing campaign materials. Each candidate must ensure all of their campaign related materials are removed from the ETFO office after photocopying. Do not leave any campaign related materials in the recycle or garbage
- Any additional campaigning is to be done via face to face conversations and/or telephone calls
- No Facebook and/or You Tube advertising is permitted
- The courier can **NOT** be used by candidates in this election
- No giveaways are to be distributed at the General Meeting or at work sites

Winter General Meeting (Thursday, February 15, 2018)

- Stewards will be guided through the election procedures and their roles/responsibilities during the Election. This will include their duty to share all candidates' packaged information
- Candidates will give their speeches at this meeting. Speeches will be no longer then **four (4) minutes**
- Candidates will bring their prepared campaign packages to this meeting having them labeled and ready to hand out; **one per site/school**
- The Elections Committee will distribute all packages not handed out during the General Meeting

Drop Down Procedures

- This occurs in the event that an unsuccessful Executive Candidate intends to drop down and run for Secretary, Treasurer, Committee Chair position or Area Representative. The same process is carried out in all locals
- Executive Candidates must indicate on the nomination form it they intend to drop down and run for another position in the event their bid for an executive position is unsuccessful. They must indicate what position they would run for in this circumstance
- Executive Candidates dropping down may provide an alternate biography for the drop down position, which will be posted with other candidate information on the ETFO website on Thursday, March 8, 2018
- **See above timeline for dates**

Campaign Guidelines for 2017 -2018 Niagara Elections for Delegates to the Annual General Meeting



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Article X – Delegates to the Federation Annual Meeting

10.1 An active member of ETFO Niagara Local may be nominated as a delegate to the Federation Annual Meeting

10.2 A minimum of one third of the allocated number of delegates to the Federation Annual Meeting shall be male, and a minimum of one third shall be female

10.3 The President, two Vice-Presidents and Treasurer, shall be delegates of the Local to the Federation Annual Meeting

10.4 Delegates to fill the complement shall be elected through electronic or in-school voting by the Local Membership

10.5 The Executive shall appoint replacement delegates as needed. The number of alternate delegates shall be determined by the Executive. Alternate delegates shall be runners up from the Local elections. If there are no runners up, alternate delegates may be appointed by the Executive.

Campaign Packages

- Delegate Candidates are required to provide a short biography (150 words or less) and a picture to be published in February's ETFO Newsletter and in the election package what will be sent to stewards
- No other paper materials are to be distributed, nor are other kinds of campaign literature (pins, rulers, pens, giveaways)
- Any additional campaigning is to be done via face to face conversations and/or telephone calls
- No Facebook and/or You Tube advertising is permitted
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- No giveaways are to be distributed at the General Meeting or at work sites

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If you have any questions, please address them via email to:

Wendy Bateman at wendybats36@yahoo.ca

And.. Cc: Rikki DaCosta at rikki.dacosta@gmail.com

Cc: Kristen Friesen at kristenf06@hotmail.com