



ETFO Upper Canada Local 2025-2027 Election

GUIDELINES and DEADLINES

Thank you very much for your interest in running for the 2025-2027 ETFO-UCL Executive. Please read the following guidelines and deadlines before submitting your nomination form.

Any active member in good standing can be nominated by two other members for a position on the Executive. The following Executive positions are available:

Released Officers: President (1 position); Vice-President (2 positions)
Non-Released: Executive Members (9 positions)

Please complete the attached Nomination form. Scan and send to office@etfo-ucl.on.ca to the attention of the Chair of the Elections Committee by April 15th 4:00 p.m., or submit at the ETFO-UCL Annual General Meeting, April 16th. Nominations close at the ETFO-UCL Annual General Meeting. Once you are notified that your nomination form has been accepted by the Elections Committee, you may begin campaigning.

Important Dates and Timelines

ACTION	DATE
Election declared open	Tuesday, February 18 th
Nominations open	Tuesday, February 18 th
Campaigning begins	Upon approval of nomination by Election Committee Chair
Campaign videos for website and PDF document for inclusion in election bulletin distributed by ETFO-UCL office	March 17 th – 12:00 noon
Speeches submitted for streamed viewing at the AGM	April 9 th
Nomination forms due	April 15 th – 4:00 p.m.
AGM (nominations accepted from the floor)	April 16 th – 5:00 p.m.
Candidates' speeches	April 16 th – during ETFO-UCL AGM

Campaigning Guidelines

Permitted Candidate Activities

- Electronic submissions of campaign materials received from candidates will be reviewed and approved by the Chair and posted on the Local website
- Candidates' personal campaign materials will be approved and/or sanctioned based on the standards set out by the ETFO-UCL Constitution, OCT, OTF Article 18, and ETFO Human Rights Statement
- Elections Tab will contain the elections bulletin and approved candidate campaign materials
- Candidates may address the Annual General Meeting on April 16th: President and Vice-Presidents – up to 5 minutes; Executive – up to 3 minutes; Annual Meeting Candidates – up to 1 minute
- Recorded speeches (videos) for streamed viewing at the AGM, must be submitted to the ETFO-UCL office by April 9th
- All campaign expenses are the responsibility of the candidate

Acceptable formats for submission of campaign materials

- PDF – one page - picture, write-up for bulletin (posted on website and physical copy mailed to schools)
- Video (for speeches): MP4 or publish online (e.g. Youtube) and provide a link

Sanctioned Candidate Activities

- **USE OF BOARD E-MAIL IS PROHIBITED (Group or Individual)**
- **Negative campaigning**
- **Campaigning before notification of acceptance of nomination**
- **Campaigning during instructional time (this includes prep time)**

Voting

- Only active ETFO-UCL members may vote (including members on approved leaves)
- Voting is to be conducted online

Online Voting Schedule

ACTION	DATE OPEN	DATE CLOSED
Annual Meeting Delegate Election	April 16 th (at conclusion of AGM)	April 16 th 12:00 midnight
President Election	April 17 th 12:01 a.m.	April 22 nd 12:00 noon
Vice-President Election	April 23 rd 12:01 a.m.	April 24 th 12:00 noon
Executive Election	April 25 th 12:01 a.m.	April 28 th 12:00 noon

ELECTIONS CRITERIA

Establishment of Election Timelines

The Elections Committee will meet to establish the timelines for elections to be completed, while following the procedures outlined in the ETFO-UCL Constitution. Specifically, the Elections Committee will:

- Ensure that elections take place after the date of the ETFO-UCL Annual General Meeting;
- Enforce a deadline for nominations that is set to expire after the nominations portion of the ETFO-UCL Annual General Meeting;
- Schedule elections in the following order: President, Vice-Presidents, Executive;
- Distribute elections information to all active ETFO-UCL members

Approval of Campaign Materials

Electronic submissions of campaign materials received from candidates will be reviewed and approved by the Elections Committee Chair and posted on the local website via the ETFO-UCL Executive Assistant. Materials will be approved based on the standards set out by the OCT, OTF Art 18 and ETFO Human Rights Statement.

- Paper and Digital Election Bulletin (emailed and posted on ETFO-UCL's website, paper version mailed to school)
 - *one page PDF per candidate – colour acceptable (no ETFO logos even on clothing or in background) pre-approved by the Elections Committee Chair
- Digital presentation (posted on ETFO-UCL website) pre-approved by Elections Committee Chair – MP4 or publish online (youtube) and provide a link

Breach of Campaign Guidelines or Elections Criteria

First Offence – verbal and written reprimand from Elections Committee Chair and written apology (approved by Committee Chair), issued to all candidates and removal of all ETFO-UCL published and/or distributed campaign materials.

Second Offence – disqualification.

Election Process

Election Committee members (who are not seeking election) will direct and oversee the implementation of electronic voting by ETFO-UCL office and auditors. The Elections Committee Chairperson will contact all candidates and offer unsuccessful candidates for President the option to run for Vice-President or Executive, and unsuccessful candidates for Vice-President the opportunity to run for the Executive.