



## **Elections Committee Terms of Reference 2021-2023**

### **1. ELECTIONS COMMITTEE**

The Elections Committee shall work under the general Terms of Reference as follows:

- 1) To determine timelines for the election process as defined in the ETFO-UCL constitution
- 2) To seek, collect, and review nominations for elected ETFO-UCL positions, and campaign materials
- 3) To circulate election materials
- 4) To prepare, distribute, collect and count ballots
- 5) To monitor electronic voting conducted by independent auditors
- 6) To conduct paper voting, should electronic voting fail
- 7) The Elections Committee will conduct itself in accordance to the ETFO-UCL Guidebook.

### **2. DUTIES OF THE ELECTIONS CHAIRPERSON**

- 1) To call meetings of the Committee;
- 2) To co-ordinate the activities of the Committee;
- 3) To present a report of the Committee's activities to the Annual Meeting of the Local;
- 4) To carry out such direction as the Local Executive provides;
- 5) To communicate election results directly to candidates;
- 6) To ensure elections procedures are followed correctly as outlined in the ETFO-UCL constitution;
- 7) To take all motions referred by the Committee to the Local Executive;
- 8) To take action on motions referred by the Local and/or Executive.
- 9) To introduce candidates at the Annual General Meeting, or to delegate a speaker
- 10) To conduct election process/nomination process for Provincial Annual Meeting

### **3. DUTIES OF THE ELECTIONS COMMITTEE**

- 1) To review the Terms of Reference and to report to the Executive;
- 2) To advertise the criteria and review nominations;
- 3) To oversee the voting procedures;
- 4) To ensure elections procedures are followed correctly as outlined in the ETFO-UCL constitution.
- 5) To review the Terms of Reference and to report to the Executive following the election;

## **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 and Contact Information**

Electronic submissions of campaign materials received from candidates will be reviewed and approved by the committee and posted on the local website by office staff. 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)  
\*candidate's picture/250 words
- Poster (on ETFO-UCL website) pre-approved by ETFO-UCL Election Committee
- Digital presentation (on ETFO-UCL website) pre-approved by ETFO-UCL Election Committee
- Use of Board email is prohibited. Candidate will be disqualified.

### **Election Process**

Election Committee members 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.

REVISED: March 22, 2022

EXECUTIVE APPROVAL: April 20, 2022