

## SECTION I- FUNDAMENTAL MATTERS

### 1.0 POLICY RATIONALE

- 1.01 This policy covers the process of conducting a ballot within the membership of the Mount Royal Staff Association. It includes the process for elections, ratification votes, resolutions and other general votes that may from time to time be conducted on behalf of the MRSA.

Other votes at Annual General Meetings (AGM), General Meetings, Special Meetings and MRSA Executive Board meetings will follow the procedures laid down in *Roberts Rules of Order* as a guideline.

In the event of conflict between this policy and the MRSA Constitution, the Constitution shall prevail.

### 2.0 POLICY STATEMENT

- 2.01 The purpose of this policy is to provide a framework for fair, accessible, transparent and timely elections within the MRSA.

### 3.0 DEFINITIONS

The following definitions are used in this policy:

- 3.01 **General Election** – An election in which members of the MRSA vote to elect a member to the MRSA Executive Board or a MRSA Committee.
- 3.02 **By-Election** – An election held between general elections to fill a vacant seat, to replace a member of the MRSA Executive or MRSA Committee who has resigned or was required to step down.
- 3.03 **Constitutional Vote** – A vote that is called by the MRSA Executive to bring changes or amendments to the MRSA Constitution.
- 3.04 **Ratification Vote** – A vote that is called by the MRSA Negotiating Committee to accept or reject a vote on a new Collective Agreement
- 3.04 **Non-disclosure** – A formal agreement for maintaining the confidentiality of a process, program or operation such that all information about that subject can only be disclosed to signatories of the non-disclosure agreement.
- 3.05 **Plurality** - The winner is the person or proposition with the most votes. The candidate or proposition with the greatest number of votes actually cast shall be declared the winner, regardless of the number of choices on the ballot and even in the absence of majority support for that candidate or proposition amongst the ballots actually cast.

- 3.06 **Member in Good Standing** - All Mount Royal employees who pay dues to the MRSA. Being a Member in Good Standing shall confer the following: voting in MRSA elections, serving on MRSA committees, serving on University committees on which MRSA representation is required, and accessing professional development funds.
- 3.07 **Voting member** – Any MRSA member in good standing.
- 3.08 **Proof of Employment**- To be eligible to vote, each voting member must have proof of employment, which in this case is a valid Mount Royal University Identification Card or a Letter of Offer from the Human Resources Department of Mount Royal University.
- 3.09 **MRSA Officer**- shall include the following positions; the President, the two (2) Vice-Presidents, the Treasurer/Secretary and the Past President.
- 3.10 **MRSA Executive**- shall consist of its officers and a minimum of eight (8) Directors at Large elected or appointed from the membership.

## SECTION II-ELECTIONS AND VOTING INFORMATION

### 4.0 PURPOSE OF ELECTIONS AND VOTING

Voting shall take place for the election of the MRSA Executive, Board of Governors Representative and all MRSA committees as outlined in the committee “Terms of Reference” documents. Voting will also be conducted for the ratification of the Collective Agreement, amendments to the Constitution and any other such items as deemed necessary by the Executive.

- 4.01 The following are the types of elections and votes:
- a. general elections held annually to fill vacant positions;
  - b. by-elections called at any time when deemed necessary by the MRSA Executive to fill vacant positions;
  - c. votes on constitutional changes called when deemed necessary by the MRSA Executive to accept/reject changes to the MRSA Constitution;
  - d. votes on ratification called when deemed necessary by the Negotiations Committee to accept/reject a proposed collective agreement; and
  - e. other types of votes.

### 5.0 FREQUENCY OF ELECTIONS AND VOTES

- 5.01 The following is the frequency of elections and votes:

- a. general elections – to be held annually, preferably prior to the General Meeting , as per Article 18 of the MRSA Constitution;
- b. by-elections – as necessary to fill a Vacant Position (SEE Section VI);
- c. constitutional changes or amendments – as necessary as per Article 22 of the MRSA Constitution;
- d. ratification votes – as deemed necessary by the MRSA Negotiating Committee; and
- e. other types of votes as deemed necessary by the MRSA Executive.

**6.0 ELIGIBILITY TO VOTE**

- 6.01 All MRSA members in good standing are eligible to vote.
- 6.02 The list of voters that includes all members shall be compiled one week prior to the elections. Any employee starting employment during the period between this day and voting day must provide proof of employment (SEE Definition 3.08).

**7.0 ELIGIBILITY TO RUN FOR OFFICE**

- 7.01 All MRSA members in good standing can run for office with the following qualification:
  - a. candidates for the position of President must be full time, 12- month employees and are required to have served a minimum of one (1) year on the MRSA Executive Board; no member may hold more than one elected position on the Executive excluding committees; and
  - b. candidates for the positions of Vice-President, Treasurer/Secretary and Board of Governors Representative must be full time, 12- month employees and are preferred to have served a minimum of one (1) year on the MRSA Executive Board; no member may hold more than one elected position on the Executive excluding committees.

**SECTION III- ELECTION AND VOTING DETAILS FOR MRSA OFFICERS, EXECUTIVE BOARD AND COMMITTEE MEMBERS**

**8.0 MRSA OFFICERS AND EXECUTIVE**

- 8.01 The following officers or executive positions shall be elected from the membership during a general election or a by-election if the position is vacant:
  - a. President - shall serve a two (2) year term beginning in an even-numbered year;
  - b. Vice-President 1 - shall serve a two (2) year term beginning in an odd-numbered year;

- c. Vice-President 2 - shall serve a two (2) year term beginning in an even-numbered year;
- d. Treasurer/Secretary - shall serve a two (2) year term beginning in an odd-numbered year;
- e. Directors at Large - a minimum of eight (8) members, shall each serve a two (2) year term with staggered terms. i.e. four (4) members will be elected during even years and four (4) members will be elected during odd years; and
- f. Board of Governors Representative - shall serve one two (2) year term with selection to be confirmed by the appropriate Alberta Government ministry. This representative can only serve for two (2) consecutive terms.

Even Year	Odd Year
President	Vice-President 1
Vice-President 2	Treasurer/Secretary
Director at Large 2	Director at Large 1
Director at Large 4	Director at Large 3
Director at Large 6	Director at Large 5
Director at Large 8	Director at Large 7
Board of Governors Representative	

**(SEE CURRENT MRSA JOB DESCRIPTIONS FOR MORE INFORMATION)**

**9.0 ELECTING MEMBERS OF MRSA COMMITTEES**

9.01 The following committee positions shall be elected from the membership:

- a. Negotiating Committee Members- shall each serve a minimum of two (2) years or the duration of the negotiation process if it is longer than the two years. There will be a total of five (5) members, the President, two (2) members elected during even-numbered years and two(2) members elected during odd-numbered years); and
- b. EDT Committee Members- shall each serve a two (2) year term. There will be a minimum of five (5) to a maximum of seven (7) members elected with four (4) members elected during even-numbered years and three (3) elected during odd-numbered years.
- c. Other MRSA Committees shall follow the election process as needed to serve the Association as initiated by the MRSA Executive.

Even Year	Odd Year
Negotiating Committee Members (2 members)	Negotiating Committee Members (2 members)
EDT Committee Members (4 members)	EDT Committee Members (3 members)

**(SEE CURRENT MRSA COMMITTEE TERMS OF REFERENCE DOCUMENTS FOR MORE INFORMATION)**

**SECTION IV-ELECTIONS OFFICERS**

**10.0 ELECTIONS OFFICERS**

Elections officers are the people involved in holding the MRSA elections.

- 10.01      **Elections Chair** - The MRSA Administrative Assistant shall function as the Elections Chair. He/she shall oversee the entire process of any election, ratification or other ballot. The Elections Chair shall be responsible for the selection and appointment of the Poll Captain, Scrutineer and Ballot Counters. The Elections Chair shall work closely with the Nominations Officer to ensure a properly conducted election process. This position is necessary for both electronic voting and manual voting. The Elections Chair is required to sign a Non-Disclosure Agreement **(SEE APPENDIX 1)**.
- 10.02      **Nominations Officer** - The Nominations Officer is appointed by the MRSA Executive and is responsible for seeking nominees for elected positions. In the absence of an appointed Nominations Officer, the MRSA Executive will serve this function. This position is necessary for both electronic voting and manual voting.
- 10.03      **Poll Captain** - The Poll Captain, required only in the event of a manual vote, is responsible for the conduct of a manual vote. This includes the set up of the polling stations, the advance poll and the regular poll. He/she shall ensure the security of the ballot boxes. The Poll Captain shall be a non-MRSA member and cannot have any familial relationship to a candidate. The Poll Captain is hired at a wage commensurate with Elections Canada poll captains. The person filling this position will be selected by the Elections Chair. The Poll Captain is required to sign a non-disclosure agreement. **(SEE APPENDIX 2)**
- 10.04      **Scrutineer** - The Scrutineer oversees the counting of ballots in a manual vote. The Scrutineer shall be a non-MRSA member and cannot have any familial relationship to a candidate. The Scrutineer is hired at a wage commensurate with Elections Canada scrutineers. The formal announcement of who the Scrutineer is will not be made until the day of the vote to discourage any claims of coercion. The person filling this position will be selected by the Elections Chair and is required to sign a Non-Disclosure Agreement. **(SEE APPENDIX 2)**
- 10.05      **Ballot Counter(s)** - The Ballot Counter(s), required only in the event of a manual vote, is responsible for the final count of any and all ballots that have been cast in the

manual voting process regardless of the purpose of the vote. Ballot Counter(s) shall be non-MRSA members. The person(s) filling this position will be selected by Elections Chair. The Ballot Counter(s) is required to sign a non-disclosure agreement. (SEE APPENDIX 2)

## **SECTION V-GENERAL ELECTIONS**

### **11.0 PROCEDURES FOR GENERAL ELECTIONS**

A general election is held annually to fill vacant positions (SEE 4.01)

#### **11.01 Vacant Positions**

Vacant positions occur when:

- a. a incumbent's term ends;
- b. an incumbent steps down or is removed from a position; or
- c. a vacancy is declared.

#### **11.02 Declaring Vacant Positions**

A Vacant Position(s) is declared:

- a. five weeks before the scheduled date for a general election (SEE 5.01), the Executive shall inform the Elections Chair of the vacant positions and those whose term is about to expire;
- b. if an incumbent leaves or is removed from office before the term is complete and it is greater than 90 calendar days preceding a general election, then a vacancy must be declared and a by-election is to be held (SEE Section VI); or
- c. any vacancies occurring within the 90-calendar-day period may be filled by an interim volunteer appointed by the Executive to fulfill the duties of office until the next general election.

#### **11.03 Filling Vacant Positions**

- a. A general election will be called to fill vacant positions annually (SEE 5.01a)
- b. In the event that no individual is elected to succeed an incumbent, the incumbent may remain in office in an interim capacity until a by-election is called (SEE 5.01b).
- c. A by-election may be called at any time at the discretion of the MRSA Executive to fill a vacancy (SEE 5.01b).

- d. No member may hold more than one elected position on the Executive excluding committees.

#### 11.04 **Nominations**

The following is the nominations procedure:

- a. immediately following the Declaration of Vacancy, the Elections Chair shall announce to the membership what positions are eligible for nomination and the date of the election. Nominations will be accepted until 3 weeks prior to the general election ;
- b. to submit nominations, members must print and complete the Nomination Form from the MRSA website or obtain a copy from the MRSA office. The completed Nomination Form (SEE APPENDICIES 3 AND 4) must be hand delivered to the Elections Chair care of the MRSA office by the specified deadline;
- c. a 300-500 word Campaign Statement, found on the MRSA website, must be completed and accompany the Nomination Form (SEE APPENDIX 5);
- d. all MRSA Nomination documentation must be completed to be eligible for nomination; and

#### 11.05 **Notification of an Election**

The membership will be notified of an election in the following manner:

- a. the membership will be notified by email that nominations are open five (5) weeks prior to the general election. At this point, the membership will also be notified of the specific dates and times of the general election;
- b. hard copies of notifications must be placed in departments where members do not have access to computers;
- c. the membership will be notified of eligible candidates, one (1) working day after the closing of nominations (3 weeks prior to the general election). Again, hard copies must be placed in departments where members do not have access to computers; and
- d. notification will include the length of each term (SEE 8.01).

#### 11.06 **Canvassing**

- a. Candidates may begin to canvas support from the membership one (1) working day after the closing of nominations. Canvassing must cease twelve (12) hours prior to the polls opening.
- b. Any candidate found violating this time frame must be reported to the Elections Chair and his/her name is to be removed from the ballot.

**SECTION VI- BY-ELECTIONS****12.0 PROCEDURES FOR BY-ELECTIONS****12.01 Vacant Positions**

Vacant Positions occur when:

- a. an incumbent steps down or is removed from a position; or
- b. if a general election has occurred and there are no incumbents to fill the positions.

**12.02 Declaring Vacant Positions**

The following is the process for declaring a vacancy for a by-election:

- a. following a general election, the Executive shall inform the Elections Chair of positions remaining vacant and a by-election shall be called; or
- b. if an incumbent leaves or is removed from office before the term is complete and it is greater than 90 calendar days preceding a general election, then a vacancy must be declared and a by-election is to be held. This time period is necessary to ensure there is sufficient time remaining in the term for a candidate to be elected, become familiar with the position, and still have the ability to contribute positively to the MRSA.

**12.03 Filling Vacant Positions**

- a. A by-election may be called at any time at the discretion of the MRSA Executive to fill a vacancy (SEE 5.01b).
- b. Any vacancies occurring within the 90-calendar-day period preceding a general election may be filled by an interim volunteer appointed by the Executive to fulfill the duties of office until the next general election.
- c. After a by-election and in the event the position still remains unfilled, the MRSA Executive Board shall have the authority to appoint a member in good standing to fill the vacant position until the end of that term for that position.
- d. No member may hold more than one elected position on the Executive excluding committees.

**12.04 Nominations and Terms**

The following is the nominations procedure:

- a. immediately following the Declaration of Vacancy, the Elections Chair shall announce to the membership what positions are eligible for nomination and the

date of the by-election. Nominations will be accepted until 2 weeks prior to the by-election;

- b. to submit nominations, members must print and complete the Nomination Form from the MRSA website or obtain a copy from the MRSA office. The completed Nomination Form (SEE APPENDICES 3 AND 4) must be hand delivered to the Elections Chair care of the MRSA office by the specified deadline;
- c. a 300-500 word Campaign Statement, found on the MRSA website, must be completed and accompany the Nomination Form (SEE APPENDIX 5); and
- d. all MRSA Nomination documentation must be completed to be eligible for nomination.

#### 12.05 **Notification of an Election**

The membership will be notified of the by-election in the following manner:

- a. the membership will be notified by email that nominations are open two (2) weeks prior to the by-election. At this point, the membership will also be notified of the specific dates and times of the by-election;
- b. hard copies of notifications must be placed in departments where members do not have access to computers;
- c. the membership will be notified of eligible candidates, one (1) working day after the closing of nominations (1 week prior to the by-election). Again, hard copies must be placed in departments where members do not have access to computers;
- d. notification will include the length of each term (SEE 8.01); and
- e. anyone elected in a by-election will hold that position until the term has ended (SEE the schedule in section 8.01).

#### 12.06 **Canvassing**

- a. Candidates may begin to canvas support from the membership one (1) working day after the closing of nominations. Canvassing must cease twelve (12) hours prior to the polls opening.
- b. Any candidate found violating this time frame must be reported to the Elections Chair and his/her name is to be removed from the ballot.

### **SECTION VII CONSTITUTIONAL CHANGES AND RATIFICATION VOTES**

#### 13.0 PROCEDURES FOR CONSTITUTIONAL CHANGES

A vote for Constitutional changes or amendments shall be called by the MRSA Executive.

**13.01 Notification**

In the event that the membership is required to vote on matters other than an election of the Executive and committees, then the purpose of the vote and information on the subject of the vote must be announced formally and be made available to all members.

Members shall be given the opportunity to review the information on the subject of the vote. Notice of the proposed amendments must be given to the membership at least ten (10) days prior to the vote.

A minimum release shall include the following:

- a. posting on the MRSA website;
- b. a direct email to all members; and
- c. a hard copy posting in departments where members do not have access to computers.

**13.02 Vote Dates**

Changes to the Constitution can be voted on at the same time as a general election. If not, it is recommended that voting on changes to the Constitution occur at the same time as a ratification vote to ensure the voter turnout threshold is met for Constitutional changes.

**14.0 PROCEDURES FOR RATIFICATION VOTES**

A Ratification Vote will be called by the MRSA Negotiation Team in order to receive formal approval from the membership for the negotiated Collective Agreement, in order that it can become valid or operative.

**14.01 Notification**

In the event that the membership is required to vote on matters other than an election of the Executive and committees, then the purpose of the vote and information on the subject of the vote must be announced formally and be made available to all members.

Members shall be given the opportunity to review the information on the subject of the vote. Notice of the proposed amendments must be given to the membership at least ten (10) days prior to the vote.

A minimum release shall include the following:

- a. posting on the MRSA website;
- b. a direct email to all members; and

- c. a hard copy posting in departments where members do not have access to computers.

#### 14.02 **Vote Dates**

A ratification vote may take place at the same time as a general election. If so, it will be a separate question or paper ballot. The number of questions or paper ballots shall be identified at the time of the election call.

### 15.0 OTHER TYPES OF VOTES

Other types of votes, such as specified levies (See the MRSA Constitution) or special resolutions, may be called by the MRSA Executive.

#### 15.02 **Notification**

In the event that the membership is required to vote on matters other than an election of the Executive and committees, a constitutional change or amendment, or a ratification vote, then the purpose of the vote and information on the subject of the vote must be announced formally and be made available to all members.

Members shall be given the opportunity to review the information on the subject of the vote. The period between the notification and the vote will be determined by the Executives. In the case of special resolutions, a minimum of one (1) working day is required for the review of information.

## **SECTION VIII-THE BALLOTING PROCESS**

### 16.0 CONDUCTING THE VOTE ELECTRONICALLY

#### 16.01 **Requirements of the Electronic Voting System**

To conduct an electronic vote, the following shall occur:

- a. votes will occur for all General Elections, By-Elections, Ratifications of the Collective Agreement, changes to the Constitution and any other votes indicated to the membership;
- b. the Election Chair will incorporate the official Mount Royal University Staff list into the electronic voting software prior to the elections;
- c. the electronic voting software that is selected shall:
  - i. ensure that only members are able to vote;
  - ii. ensure that members are only able to vote once;

- iii. ensure there is no connection between the voter's name and his/her choice;
  - iv. produce a list of members who have and have not voted; and
  - v. have a function to clearly define the voting date(s) and time(s).
- d. voting will commence on the first day at 9:00 a.m. and conclude at 4:00 p.m. on the last day of designated voting day(s).

**16.02 Advance Polls**

- a. Advance polls will not be conducted in the event of an electronic vote. Members will know in advance the election dates and if off campus, will be encouraged to log into their Mount Royal University email account to allow them to vote during the regular voting dates.

**16.03 Balloting Process**

- a. An email with a link to a ballot shall be sent to the membership on the day of the vote. If a member does not receive the ballot electronically, it is the obligation of that member to contact the MRSA office to request an electronic ballot be sent.
- b. A reminder email, generated from the electronic voting program, will be sent to each member that has not yet voted to encourage participation in the vote.

**16.04 Counting the Electronic Ballots**

The voting program will generate the results of the vote. The following process shall be observed:

- a. all elections will be determined by plurality vote; and
- b. in the event of a tie, a second vote will be held the following week. If there is still a tie after the second ballot, then the successful candidate will be determined by random draw performed by the Elections Chair.

**17.0 CONDUCTING THE VOTE BY PAPER BALLOT**

**17.01 Advance Polls**

- a. Advance polls shall be conducted only in the event of a paper ballot and shall be conducted by the Elections Chair.
- b. Advance polls are for the purpose of permitting those members who know that they will be off campus on the day of the vote to cast their ballots.
- c. The advance poll shall occur six (6) working days before the election and shall be conducted in accordance with the procedures outlined in this policy.

**17.02 Balloting Process**

The following is the process for conducting a paper ballot vote:

- a. votes may occur for all nominations, ratification of the Collective Agreement, changes to the Constitution and any other votes indicated to the membership;
- b. there will be a separate ballot for election of each of the Executive positions, EDT Committee, Negotiations Committee, Board of Governors Representative, ratification of the Collective Agreement, changes to the Constitution and any other vote indicated to the membership;
- c. all voting shall be by secret ballot;
- d. the ballot shall be a check box; for an election, when possible, the order of the names of the candidates will be randomized to avoid an alphabetized ballot. Each member shall receive only one ballot for each position and /or other vote. Each ballot will specify the maximum number of boxes which can be selected;
- e. for a ratification vote or a vote on a Constitutional change, each member shall receive only one check box ballot for each vote; Each ballot will specify the maximum number of boxes which can be selected;
- f. before balloting begins:
  - i. the ballot boxes will be examined to ensure they are empty; and
  - ii. each ballot will be initialed by the Poll Captain and witnessed by another election officer;
- g. to prove their identity, prior to receiving their ballots, all members must provide either a valid MRU Identification Card or valid government issued picture identification; no other form of identification will be accepted. Members will be notified of this requirement in the final notification of the election;
- h. once members receive their ballots, a further mark will be added to the ballot for verification purposes; it can be made either by initials or a special stamp;
- i. the member's name will then be crossed off the voters list; any member recently hired whose name does not appear on the voters list must provide as proof; a letter of offer from MRU;
- j. voting will commence at 9:00 a.m. and conclude at 4:00 p.m. on each designated day(s); at 4:00 p.m. the doors to the polling station will be locked and only those people in the room who have not yet voted will be permitted to finish the voting process;
- k. an elections officer must be present in the voting station at all times;

- l. members will vote in an enclosed voting booth in the same room as the Poll Captain is located; the voting booth shall be set up so that voters cannot be observed voting by anyone else in the room;
- m. only one person will be allowed in each voting booth unless an accommodation for a disability is necessary;
- n. after the voters have marked their ballot(s) accordingly, they will return to the Poll Captain's table and place the ballot(s) in the designated ballot box; and
- o. ballot boxes will be secured with locks; the keys will be held by the Elections Chair and the Poll Captain.

17.03 **Counting the Paper Ballot Vote (SEE APPENDIX 6)**

The following is the process for manually counting the paper ballots:

- a. all elections will be determined by plurality vote;
- b. only Ballot Counters are allowed to count the ballots;
- c. each candidate is allowed one observer to witness the counting of the ballots;
- d. at the start of ballot counting:
  - i. the Poll Captain determines that the boxes are unaltered and the locks secure;
  - ii. the locks are then removed by the Elections Chair and the Poll Captain in the presence of the Scrutineer and the Ballot Counters;
  - iii. the ballots are then removed and sorted according to category and counted; and
  - iv. if the number of ballots cast is equivalent to the number distributed, then the tabulating of the results will commence.
- e. an illegal vote shall immediately be declared if the number of ballots cast exceeds the numbers of ballots distributed by the Poll Captain. A new vote will occur;
- f. blank ballots are recorded as spoiled ballots and are not included in any totals;
- g. if a blank ballot is found inside a completed ballot, only the blank ballot is rejected;
- h. a ballot without the proper markings and sequence number will be considered an illegal ballot;
- i. any marked ballot whose voting intention cannot be determined, but is not an illegal ballot, shall be counted as a spoiled ballot; and

- j. in the event of a tie, a second vote will be held the following week. If there is still a tie after the second ballot, then the successful candidate will be determined by random draw performed by the Elections Chair.

### **SECTION IX- REPORTING THE RESULTS**

#### **18.01 Reporting the Results of an Electronic Vote and a Paper Ballot Vote**

The following is the process for reporting the results of the vote:

- a. the Elections Chair shall be responsible for the release of the results of the vote regardless of the purpose of the ballot;
- b. the notification shall include the particulars of what was voted on and the results of that vote;
- c. the Elections Chair shall have the results distributed such that every member has a reasonable opportunity to review the results;
- d. a minimum release shall include the following:
  - i. posting on the MRSA website;
  - ii. a direct email to all members;
  - iii. a hard copy posting in departments where members do not have access to computers ; and
  - iv. an email shall be sent to notify the MRU President's Office, Human Resources and the Alberta Labour Relations Board of any changes to the MRSA Executive Board or the Collective Agreement. The Alberta Minister in charge of post-secondary education must be informed by the MRSA office of a change in the Board of Governors position.
- e. results must be released within two (2) working days of the vote.

### **SECTION X- DESTROYING THE BALLOTS**

#### **19.01 Destroying the Ballots: Electronic**

In the case of an electronic vote, the destruction of ballots will not be required. The information stored on the voting site is secure, confidential and each member's vote is accessible only by that individual voter; no one else can see how a voter voted.

#### **19.02 Destroying the Ballots: Paper**

To properly destroy the ballots after an election, the following must occur:

- a. after the ballots have been counted and the results are confirmed, all ballots shall be bundled according to the candidate, the ratification or Constitution change and placed back in the ballot box;
- b. any illegal or spoiled ballot(s) shall be placed in an envelope and then placed inside the same ballot box;
- c. the Scrutineer and Ballot Counters will sign the Official Results Vote Count Sheet and place a copy of it in the ballot box (SEE APPENDIX 6);
- d. the ballot box will then be locked and given to the Elections Chair who will keep it for 90 days. The ballot box shall be opened if there is a challenge to the election results; and
- e. after 90 days, the Elections Chair will destroy all ballots and records of the election (paper ballots and electronic records).

## **SECTION XI- CHALLENGES TO THE VOTE**

### **20.01 Challenges to the Vote**

To challenge a vote, the following must occur:

- a. a written or electronic challenge to the vote, containing signatures of 10 members outlining their concerns, must be submitted to the Elections Chair; (SEE Appendix 7);
- b. a challenge to the vote must be received by the Elections Chair within 3 working days of the reporting of the election results;
- c. a challenge to the vote will be presented by the Elections Chair to the MRSA Executive Board for their review;
- d. any challenge deemed valid shall result in voiding of the election and a call for a by-election;
- e. depending on the results of the investigation of the challenge, the candidate involved in the challenge may be permitted to run again; and
- f. any intentional infractions of the Elections and Voting Policy will result in the candidate's name being removed from the ballot by the Elections Chair.

This document shall not be modified or changed without the approval of the MRSA Executive.

**APPENDIX 1**

**NON-DISCLOSURE AGREEMENT FOR MRSA ELECTIONS CHAIR**

OATH OF REPRESENTATIVE

I, THE UNDERSIGNED, AUTHORIZED TO UPHOLD THE RULES AND REGULATIONS AS DISCLOSED IN THE MRSA ELECTIONS AND VOTING POLICY DOCUMENT, SWEAR OR SOLEMNLY AFFIRM THAT:

NAME \_\_\_\_\_  
(PLEASE PRINT)

- I will not disclose any confidential MRSA business;
- I will not use any MRSA information for personal use;
- I will maintain and aid in maintaining the secrecy of the vote;
- I will not directly or indirectly induce an elector’s voting intentions; AND
- I will not interfere with the marking of a ballot paper by an elector or obtain or communicate any information as to how an elector is about to vote or has voted.

**SWORN OR AFFIRMED BEFORE**

This \_\_\_\_\_ Day of \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_

Signature of Person Taking the Oath

\_\_\_\_\_

Signature of MRSA President

**APPENDIX 2**

**NON-DISCLOSURE AGREEMENT FOR MRSA ELECTION COMMITTEE**

(Poll Captain, Scrutineer, Ballot Counter(s))

OATH OF REPRESENTATIVE

I, THE UNDERSIGNED, AUTHORIZED TO UPHOLD THE RULES AND REGULATIONS AS DISCLOSED IN THE MRSA ELECTIONS AND VOTING POLICY DOCUMENT, SWEAR OR SOLEMNLY AFFIRM THAT:

NAME \_\_\_\_\_  
(PLEASE PRINT)

- I will maintain and aid in maintaining the secrecy of the vote;
- I will not interfere with the marking of a ballot paper by an elector or obtain or communicate any information as to how an elector is about to vote or has voted; and
- I will not directly or indirectly induce an elector to show a marked ballot paper to any person.

**SWORN OR AFFIRMED BEFORE**

This \_\_\_\_ Day of \_\_\_\_\_ Year \_\_\_\_

\_\_\_\_\_

Signature of Person Taking the Oath

\_\_\_\_\_

Signature of the Elections Chair

**APPENDIX 3**

**MRSA NOMINATION FORM-ODD YEARS**

**Candidates must be MRSA members in good standing. Completed Nomination Forms must be submitted electronically or in a sealed envelope addressed to the Elections Chair in the MRSA office by 4:00 pm on \_\_\_\_\_. In the event that the office is not open, please put them in the mailbox across the hall from the MRSA Office. All positions commence July 1.**

I hereby nominate: \_\_\_\_\_ for the position of:  
(Please Print)

(Check one box only)

**Vice-President 1**

The Vice-President’s position is a two-year term. Candidates for the positions of Vice-President, Treasurer/Secretary and Board of Governors Representative must be full time, 12- month employees and are preferred to have served a minimum of one (1) year on the MRSA Executive Board. The Vice-President receives time off with pay equal to one-quarter (1/4) of the employee’s normal hours of work per month to conduct Association business as per Article 7.2 (b) of the current Collective Agreement. See the Constitution for the list of duties. **Please note that the Vice- President must be a full-time, 12-month employee. This is to ensure that Association business may be carried out.**

**Treasurer/Secretary**

The position of Treasurer/Secretary is a two-year term. Candidates for the positions of Vice-President, Treasurer/Secretary and Board of Governors Representative must be full time, 12- month employees and are preferred to have served a minimum of one (1) year on the MRSA Executive Board. This person shall be allowed 3 ½ hours time off with pay every week to conduct Association finances as per Article 7.2 (c) of the current Collective Agreement. See the Constitution for the list of duties. **Please note that the Treasurer must be a full-time, 12- month employee. This is to ensure that Association business may be carried out.**

**Director at Large (4 positions)**

The four Director at Large positions are two-year terms. See the Constitution for the list of duties.

**EDT Committee Representative (3 positions)**

The three EDT Committee Representative positions are two-year terms. See the Constitution for the list of duties.

**Negotiating Committee (3 positions)**

The three Negotiating Committee positions are two-year terms. See the Constitution for the list of duties.

\_\_\_\_\_  
Nominator’s Name

\_\_\_\_\_  
Nominator’s Signature

\_\_\_\_\_  
Nominee’s Name

\_\_\_\_\_  
Nominee’s Signature

**APPENDIX 4**

**MRSA NOMINATION FORM-EVEN YEARS**

**Candidates must be MRSA members in good standing. Completed Nomination Forms must be submitted electronically or in a sealed envelope addressed to the Elections Chair in the MRSA office by 4:00 pm on \_\_\_\_\_. In the event that the office is not open, please put them in the mailbox across the hall from the MRSA Office. All positions commence July 1.**

I hereby nominate: \_\_\_\_\_ for the position of:  
(Please Print)

(Check one box only)

**President**

The President’s position is a two-year term. Candidates for the position of President must be full time, 12-month employees and are required to have served a minimum of one (1) year on the MRSA Executive Board. The President receives full time release from his/her normal working hours to conduct Association business as per Article 7.2 (a) of the current Collective Agreement.

**Vice-President 2**

The Vice-President’s position is a two-year term. Candidates for the positions of Vice-President, Treasurer/Secretary and Board of Governors Representative must be full time, 12-month employees and are preferred to have served a minimum of one (1) year on the MRSA Executive Board. The Vice-President receives time off with pay equal to one-quarter (1/4) of the employee’s normal hours of work per month to conduct Association business as per Article 7.2 (b) of the current Collective Agreement. See the Constitution for the list of duties. **Please note that the Vice- President must be a full-time, 12-month employee. This is to ensure that Association business may be carried out.**

**Board of Governors Representative**

The Board of Governors Representative position is a two-year term. Candidates for the positions of Vice-President, Treasurer/Secretary and Board of Governors Representative must be full time, 12-month employees and are preferred to have served a minimum of one (1) year on the MRSA Executive Board. See the Constitution for the list of duties.

**Director at Large (4 positions)**

The four Director at Large positions are two-year terms. See the Constitution for the list of duties.

**EDT Committee Representative (4 positions)**

The four EDT Committee Representative positions are two-year terms. See the Constitution for the list of duties.

**Negotiating Committee (2 positions)**

The two Negotiating Committee positions are two-year terms. See the Constitution for the list of duties.

\_\_\_\_\_  
Nominator’s Name

\_\_\_\_\_  
Nominator’s Signature

\_\_\_\_\_  
Nominee’s Name

\_\_\_\_\_  
Nominee’s Signature

**APPENDIX 5**

**NOMINATION CAMPAIGN STATEMENT**

300-500 word maximum

Name:	
Department:	
Number of years at MRU:	
Professional Development/Training:	
Previous MRSA service:	
Previous MRU service:	
Other previous experience:	
How do you envision your role in the MRSA?	
What do you want to accomplish?	
How will you commit to these goals?	

**APPENDIX 6**

**PAPER BALLOT: OFFICIAL RESULTS VOTE COUNT SHEET**

NUMBER OF ELIGIBLE VOTERS \_\_\_\_\_

NUMBER OF VOTES CAST \_\_\_\_\_

**TOTAL % OF MEMBERSHIP TURNOUT** \_\_\_\_\_

NUMBER OF YES VOTES: \_\_\_\_\_ % OF TURNOUT

NUMBER OF NO VOTES: \_\_\_\_\_ % OF TURNOUT

NUMBER OF SPOILED BALLOTS: \_\_\_\_\_ % OF TURNOUT

**TOTAL BALLOTS:** \_\_\_\_\_

**DATE:**

**TIME:**

**BALLOTS COUNTED BY:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPENDIX 7**

**CHALLENGE TO THE VOTE**

DATE OF VOTE: \_\_\_\_\_

NAME OF VOTE: \_\_\_\_\_

DATE CHALLENGE SUBMITTED: \_\_\_\_\_

NAME OF CANDIDATE/MATTER: \_\_\_\_\_

REASON FOR THE CHALLENGE:

SIGNATURE OF 10 MEMBERS IN SUPPORT OF THE CHALLENGE:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

SIGNATURE OF CHALLENGER: \_\_\_\_\_

SIGNATURE OF ELECTIONS CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_